

Professional Development of Engineers

(Procedures Manual and Guidelines)



2009

(Updated upto December 2017)

**Engineering Professional Development Committee (EPDC)
Pakistan Engineering Council**

www.pec.org.pk cpd@pec.org.pk

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Part – 1

Introduction

1. INTRODUCTION

1.1 Introduction

In a rapidly changing world where legislative, social and economic developments directly affect the environment in which we live and work, and where technological advancements provide radically different ways of working, **Continuing Professional Development (CPD)** provides a means whereby we can keep abreast of these changes, broaden our skills and be more effective in our professional work.

Continuing Professional Development (CPD) or Continuing Professional Education (CPE) is the means by which members of professional bodies maintain, improve and broaden their knowledge and skills for developing personal qualities required in their professional lives.

Pakistan Engineering Council under its Act has mandate for introducing and ensuring continued professional development activities amongst its growing community of engineers and has devised a comprehensive framework titled **Professional Development of Engineers (Bye Laws – 2008)** approved by the Government of Pakistan.

The main objective is to develop competence and ability of engineers for the application of theoretical knowledge to practical situations and to evolve innovative solutions to real life problems while adhering to professional ethics and acquisition of a broader understanding of their obligations to society.

1.2 Strategy/ Plan for Professional Development Activities

As per provisions of CPD Byelaws, from July 2010 onwards, most of Continuing Professional Development activities (courses, training workshops, etc.) may be undertaken by the Professional Engineering Bodies registered with PEC as per provision of Bye-law 16 of PDE Bye-Laws 2008.

PEC will continue charging nominal course fee per participant. However, PEBs imparting CPD activities will decide fee on the basis of course type and efforts should be made to charge the fee as minimum as possible. The courses/ CPD activities will be planned by the PEBs according to the specified criteria and guidelines (Bye-Law 16). Such bodies will also provide schedule of courses and share verified list of participants with PEC to maintain transparent record of CPD activities and points for all the registered/ professional engineers. PEC Regional Offices will play role of facilitator for the professional bodies in organizing CPD activities.

1.3 PEC Activities for CPD

PEC regularly conducts CPD activities for its members including short courses (refresher courses, management, conduct etc.); workshops; seminars; expert lectures etc. All CPD carry credit points as defined in the CPD Byelaws. PEC announces yearly calendar of CPD activities through its website (www.pec.org.pk) and also through newspapers for information of the engineers. Besides, nominations are also sought through potential organizations.

Part – 2

Professional Development of Engineers Byelaws 2008



The Gazette of Pakistan

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

ISLAMABAD, WEDNESDAY, DECEMBER 31, 2008

PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

**SCIENTIFIC AND TECHNOLOGICAL RESEARCH DIVISION
(Ministry of Science and Technology)**

NOTIFICATION

Islamabad, the 26th December, 2008

S.R.O. 1310(I)/2008.- In exercise of powers conferred by section 25 of the Pakistan Engineering Council Act, 1975 (V of 1976), the Governing Body, with the previous sanction of the Federal Government, is pleased to make the following bye-laws, namely:-

1. **Short title and commencement.**- (1) These bye-laws may be called the Pakistan Engineering Council, Professional Development of Engineers, Bye-Laws, 2008.

(2) They shall come into force on the 10th of July, 2010 and shall apply to the registered engineers and professional engineers.

2. **Definitions.**- (1) In these bye-laws unless there is anything repugnant in the subject or context,-

(a) “Act” means the Pakistan Engineering Council Act, 1975 (V of 1976);

- (b) “Chairperson” means the Chairperson of the Engineering Professional Development Committee;
- (c) “Committee” means the Engineering Professional Development Committee;
- (d) “CPD” means continued professional development;
- (e) “credit point” means quantification of acknowledgement of a student’s completion of a course achievements as prescribed;
- (f) “developmental activities” means attending programmes to update knowledge;
- (g) “EPE” means engineering practice examination administered under the Council based on professional knowledge of an engineering discipline;
- (h) “formal education” means higher education or qualification recognized by the Council or the Higher Education Commission, as the case may be;
- (i) “individual activities” means publications of technical articles in recognized Journals, part time lecturing and other participatory activities etc;
- (j) “registered person” means an engineer registered with the Council as registered or professional engineer;
- (k) “work based learning” means engineering related work including management; and
- (l) “PEB” means professional engineering body.

(2) The words and expressions used but not defined herein shall have the same meanings as are given to them under the Act.

3. Engineering Professional Development Committee.- As soon as, may be after the commencement of these bye-laws, there shall be constituted, by notification in the official Gazette, a Committee called the Engineering Professional Development Committee working under the directions of the Governing Body. The Committee shall take all measures and perform all functions which may be necessary for professional development of all engineers registered with the Council. The Committee shall administer and evaluate CPD and EPE. The headquarters of the Committee shall be located at Islamabad and may have its branch offices at other locations.

4. Composition of the Committee.- (1) The Committee shall consist of the following, namely:-

- (a) Vice-Chairman of the Council shall be the Chairperson of Committee to be nominated by the Governing Body. The Chairperson shall cause to complete formalities for nomination or election of members of the Committee within three months of his date of nomination;

- (b) Registrar;
- (c) six members nominated by the Council from within the Governing Body. One of the members may be from industry and two members nominated by the government departments;
- (d) three members with minimum twenty years' of professional standing from academia registered with the Council as PEB;
- (e) three members with minimum twenty years' of professional standing from industry/engineering organizations registered with the Council as PEB;
- (ea) three members, experts, with minimum twenty years' of professional standing, as proposed by Convener of the Engineering Professional Development committee; and
- (f) Additional Registrar of the Committee.

(2) The Additional Registrar of the Committee shall also act as Secretary of the Committee.

5. Powers and functions of the Committee.- The following shall be the powers and functions of the Committee, namely:-

- (a) to prescribe, monitor and review standards of professional development in co-ordination with the Council such that these are in line with internationally recognized standards;
- (b) to coordinate implementation of CPD activities;
- (c) to regulate the engineering professional bodies imparting CPD;
- (d) to record and quantify the CPD for each registered person. The Committee shall issue a certificate regarding present position of CPD to a registered person on demand against a prescribed fee;
- (e) to conduct EPE and publish results of the same; and
- (f) to perform any other function related to professional development of engineers.

6. Tenure.- Members of the Committee other than the Registrar and the Additional Registrar shall hold office for a period not exceeding three years. A member may not serve for more than two consecutive terms. At least three of present members should be re-appointed to maintain continuity. A member shall immediately vacate office, if he,-

- (a) is convicted of any offence under any law; or

(b) has been removed from an office on account of misconduct.

7. **Disclosure of interest.-** If a member has a direct or indirect interest in any matter to be dealt with at any meeting of the Committee, that member shall declare such matter to the Chairperson in writing and shall not attend the meeting on that matter and shall not influence any other member in any way related to the matter concerned.

8. **Additional Registrar.-** (1) The Council shall appoint an Additional Registrar of the Committee on such terms and conditions as determined by the Council.

(2) The Council shall create a separate Secretariat for the Committee.

9. **Meeting of the Committee.-** (1) The Committee shall meet at least three times in one calendar year.

(2) The Chairperson of the Committee or in his absence the person presiding over the meeting shall give each member fifteen days written notice of the time, date, place of the meeting along with its agenda.

(3) In the absence of the Chairperson, a member of the Committee elected by the members present, shall preside over the meeting of the Committee.

(4) The Committee shall keep a register of attendance and minutes of its meetings and shall circulate copies thereof to the members of the Committee within two weeks after the meeting to which it relates.

(5) The minutes, when confirmed at the next meeting and signed by the person who chairs that meeting, are true and correct record of the proceedings.

(6) The quorum for a meeting of the Committee is thirty *per cent* of its members.

(7) A decision of the majority of the members of the Committee present, at any meeting, constitutes the decision of the Committee.

(8) In the event of an equal number of votes, the person presiding over the meeting shall have a casting vote.

10. **Evaluation and review.-** (1) The committee may review its activities in relation to its goals, objectives and achievements, at least once every three years.

(2) A panel drawn from the public and private sectors and appointed by the Council on the basis of expertise in relation to the functions of the Committee shall undertake the evaluation.

(3) The panel shall submit its report and recommendations to the Governing Body.

11. **Keeping of records and register.-** (1) The Committee shall maintain record of quantification of CPD and results of EPE in respect of all registered persons. For this purpose, the Committee shall keep and maintain a register of prescribed particulars of registered persons.

(2) The Committee shall provide to every applicant verified and certified record of CPD and EPE against a prescribed fee.

12. Objectives of CPD and EPE.- The objectives of CPD and EPE shall include,-

- (a) application of theoretical knowledge to practical situations and to evolve innovative solutions to real life problems;
- (b) application of concepts and ingredients of management to professional works including relevant legal and financial aspects;
- (c) acquisition and application of necessary communication skills;
- (d) knowledge of latest developments in various fields of engineering including information technology for specific and cross disciplinary application; and
- (e) adherence to professional ethics and acquisition of a broader understanding of obligations of engineers to society.

13. Parameters for professional development of engineers.- In order to maintain minimum standards of competence, practical knowledge and skills of registered persons, the following parameters shall be followed, namely:-

- (a) for newly registered engineer, first year after graduation shall be a grace period and CPD will be applicable from second year onwards;
- (b) a registered engineer shall have to earn nine credit points in first three years cycle, twelve credit points in next three years cycle and five credit points per year thereafter for renewal of registration under the Act;
- (c) a registered engineer is required to appear for EPE after five years of initial registration with the Council and acquire at least seventeen credit points;
- (d) a registered engineer may qualify for registration as professional engineer after qualifying in EPE;
- (e) engineers who graduated after March 2005 and are registered with the Council as Registered Engineer are required to show five years' experience from the date of registration, with requisite credit points consisting of ten credit points of practical experience and seven credit points from other categories of CPD of the years after its applicability;
- (f) professional engineers already registered with the Council are not required to appear in EPE;
- (g) existing professional engineers are required to obtain three credit points per year for renewal of registration, with effect from July 2010; and

- (h) an engineer registered as professional engineer by the International Professional Engineers Agreement (IPEA), on application, shall be recognized by the Council as professional engineer.

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

14. General requirement and conduct of CPD.- (1) A registered engineer shall acquire credit points as provided under clause (b) of bye-law 13.

(2) Additional credit points accumulated during any one year may be carried over to subsequent years for renewal of certificate of registration under the Act.

15. Categories of CPD and its accumulation.- (1) The CPD programmes include additional qualifications, professional skills, relevant management and communication skills acquired through additional training and experience. These aspects are grouped into the following four different categories of training, namely:-

- (a) **Formal education:** Acquiring knowledge through accredited engineering programmes and related education in management, law, finance, economics and architecture etc. Such activities includes face-to-face education, distance education and others like diploma courses of a minimum six months duration involving specialist presenters or resource persons who are external to the workplace;
- (b) **Work-based learning:** It includes on-job learning that takes place because of the workplace requirements on projects like construction, operation, supervision at site, development of computer programmes or software package, etc;
- (c) **Developmental activities:** It includes attendance of structured educational or developmental meetings over a period of time like conferences, workshops, seminars and refresher courses from Council's approved bodies; and
- (d) **Individual activities:** Publications of technical articles in reputed refereed journals, part time lecturing in an approved technical institution, evaluation of dissertation at post-graduate level as external examiner and other participatory activities in the Council's recognized technical associations or institutions prescribed in bye-law 16.

(2) CPD shall be accumulated in the aforesaid four categories as set out in Annex-A.

16. Conduct of CPD.- The Governing Body shall ensure and manage the professional development of engineers in terms of its obligation under the Act. The Committee shall administer the professional development activities according to specified criteria and guidelines laid down by the Council. Professional institutions and associations, CPD academies, engineering universities or colleges and private institutions, registered by the Council may impart CPD in coordination with the Committee. All these institutions, associations and other bodies shall be known as professional engineering bodies in terms of clause (xxiv) of section 2 of the Act. The Council shall ensure that the responsibilities outsourced to these bodies are carried out in a fair, equitable and responsible manner without any profit motives. The Council retains the right to withdraw any outsourced responsibility from a registered professional engineering body if the circumstances so require.

17. Recording of CPD.- (1) Unless exempted in terms of bye-law 18, all registered engineers shall, record their CPD activities with the Committee in the following manner, namely:-

- (a) either manually by posting an authenticated copy of certificate received from a professional engineering body to the Committee or electronically in a password-protected private domain for each registered engineer, through Council's website;
- (b) registered persons may record individual CPD activities with the Committee on continuous basis as they occur, provided that all CPD activities undertaken are recorded within sixty days after completion of each activity; and
- (c) all CPD activities shall be backed by authenticated certificate or document issued by a professional engineering body and shall be produced on demand.

(2) When recording CPD activities under clause (1), any registered person who is registered in more than one professional categories shall inform the Committee regarding category of registration which is most appropriate to his area of practice, in which case the Committee evaluates the appropriateness of the CPD activities so recorded in the context of the registration category preferred by such person.

(3) CPD records will be checked and verified by the Committee against requirement of CPD policy and supporting documents provided. In case clarification is required, further information shall be provided to the Committee or an interview may be arranged at a mutually convenient time and place. The verification may take the form of a certificate or result or record of attendance with written verification from the registered CPD provider or institution of CPD activity. False claims shall be treated as serious breach of ethics and invite disciplinary actions under the Act.

18. Possible exemptions etc., from CPD.- (1) A registered person undergoing post-graduate studies is not exempt from CPD requirement until after award of the qualification.

(2) A registered person practicing abroad shall meet the same requirements as in Pakistan for initial or renewal of the Council's registration except those registered with 'Engineers Mobility Forum'.

(3) After attaining the age of sixty years, a registered person who continues to carry out engineering works in a consulting capacity or in a salaried position shall continue to acquire three credit points annually for renewal of registration.

(4) After attaining the age of sixty years, a registered person who does not work on a salaried position but works in an advisory role shall continue to acquire one credit point annually for renewal of registration.

(5) A registered person may apply for deferment of CPD. Such cases shall be reviewed by the Committee and decided on merit on case to case basis. Cases of physical disability, serious illness or other extenuating circumstances including non-existence of CPD facilities in very remote areas may be considered for exemption for a reasonable time.

(6) A registered engineer may appear in EPE after a minimum five years of practical experience and he (registered engineer) may be given the following credit of experience if he has obtained a recognized post-graduate engineering degree, as under:-

- (a) M.Sc twelve Months;
- (b) Ph.D thirty-six Months.

Provided that the degree is obtained under an accredited engineering programme.

19. **Audit.**- The Council will conduct random audits of up to ten *per cent* of the CPD records annually. If selected for audit, registered person shall be required to send, within eight weeks of initial notification, verification of their CPD activities in the form of a certificate or list of results or record of attendance or receipt of course payment or a written verification from the registered educational institution, which presented the developmental activity.

20. **Non-Compliance.**- In the event of a registered person not complying with the requirements of the CPD, the Council may adopt the following courses, namely:-

- (a) the concerned engineer may be required to follow an approved remedial programme of CPD within a specified period by the Council; or
- (b) refer his case to the Enrolment Committee for taking appropriate action according to the Act, Bye-laws and criteria evolved by the Governing Body.

21. **EPE.**- For assessment of engineering competence, knowledge and skills of an applicant engineer, the Committee shall hold an examination which may be arranged and conducted through local or foreign services hired or availed for the purpose. The EPE is optional for a registered engineer but is an essential part of assessment for the title of professional engineer.

22. **Eligibility.**- When a registered engineer has attained a minimum of five years of practical experience in relevant field of engineering from a recognized engineering organization or institution or service and has earned requisite credit points consisting of maximum of ten credit points of practical experience and seven credit points from other categories of CPD, he shall become eligible to apply for EPE in the form Annex-B.

23. **Format of the EPE.**- The format of the EPE shall be as under, namely:-

- (a) the examination shall comprise of two Parts; Part-I, of two hours, shall be common to all engineering disciplines and Part-II, of three hours, shall be discipline and specialized area-based consisting of two sections breadth and depth, specialized area examinations respectively. Part-II shall be based on open-book method. Syllabus of each part of EPE, duly amended from time to time, shall be finalized by the respective Experts' Committees and approved by Engineering Professional Development Committee. Basic parameters of the syllabi of each Part are as set out in Annex-C;
- (b) qualifying marks for each Part shall be *sixty per cent*. The candidate shall have to pass each part independently. If any candidate does not qualify in any Part, he shall be eligible to appear in the same part in the next three consecutive examinations. In case of not qualifying or not appearing in the next three consecutive examinations, the candidate shall be declared as not qualified and may appear in both parts;
- (c) the Examination shall be held twice a year and results shall be published through press and the Council's website; and
- (d) an application for EPE shall be supported by two professional engineers with minimum fifteen years of professional standing or a professional engineer authorized by the Council. A professional engineer supporting a prospective candidate shall send an independent report to the Committee on Proforma attached with the application form at Annex-B.

24. **Fees.**- The Council shall charge such fees as may be specified by it from time to time for CPD and EPE.

25. **Reference to Council.**- Any person aggrieved by any order of the Committee may challenge such order before the Council within thirty days whose decisions shall be final.

CATEGORIES OF CPD

Category	Applicable CPD program	Duration Credit Hrs	Credit Points	Remarks
<u>Category-a</u>				
Formal Education (Higher Education duly recognized by PEC/HEC)	1. Post-graduate Diploma (PGD)		2	(Above 6 and below 9 months duration)
			4	(9 to 12 months duration)
Limit of category- a = 4 credit points/year	2. Award of Post-graduate Degree in Engineering and related subjects like IT, Finance, Management, Law, Economics etc.		4	(Course work only)
			6	(Course work plus research work)
	3. Award of Doctorate (Ph.D) in Engineering		12	All achievements must be supported with records and certificates.
<u>Category-b*</u>				
Work-based Activities	Work Experience (Engineering related work including relevant aspects of Management)	400	1	
<u>Category-c*</u>				
Developmental Activities	1. Membership of a recognized professional Association/ body		1	National bodies
	2. Participation in Training & Development Programmes		2	International bodies (Limit of memberships= 2 to be accounted for valid members annually)

CATEGORIES OF CPD

Category	Applicable CPD program	Duration Credit Hrs	Credit Points	Remarks
	3. Participation in Conference	02	0.5	
	4. Participation in Seminar	02	0.5	
	5. Participation in Lectures	02	0.5	
	6. Participation in Workshop	One day	1	
	7. Refresher Course/Short Course	One day	1	
Category-d*				
Individual Activities	1. Invited Lecturer		1.5	Lectures excluding routine teaching at institutions and university.
	2. Symposium Panelist		0.5	
	3. Writing and publishing a Research Article in Journals/ Technical Report		1	National (HEC/PEC approved). International (Publication after a peer review).
	4. Writing Conference Paper		0.5	Only comprehensive engineering works/ reports.
	5. Authoring a Book		1.5	National
	6. Part of activities such as emergency/ recognized social work		5	International
	7. Participation in statutory, technical or non-technical committees		1	Approved by a professional body
	8. Managing Technical event		1	Professional contribution in such activities.
			2	Active Participation
				National
				International

*Note: Limit for each of above categories (b,c,d) shall be 2 credit points per year.



PAKISTAN ENGINEERING COUNCIL
APPLICATION FORM FOR
ENGINEERING PRACTICE EXAMINATION (EPE)

Photo
(Passport size)

1. PERSONAL INFORMATION

Name: _____

Father's Name: _____

PEC Registration No. with Discipline: _____ Date of Registration: _____

Gender: _____ Nationality: _____

Date of Birth: _____ / _____ / _____
 (Day) (Month) (Year)

Present (Postal) Address: _____

Permanent Address: _____

Phone Number (Line No): _____ Mobile No: _____

E-mail: _____

2. QUALIFICATION

2.	Qualifications	Name of University/ College/ Institute/Board	Year of Passing	Obtained Marks /Total Marks	%age	Certificate/Degree with discipline
2.1	F.Sc or Equivalent					
2.2	B.E. /B.Sc. Engg. Degree or Equivalent					
2.3	Post-graduate Diploma/Degree or Equivalent					
2.4	Doctorate (Ph. D) or Equivalent					

2.5 Any Other non-engineering qualification (Post-graduation) obtained:

Note: In case of qualification in more than one engineering discipline, indicate field of specialization.

3. EMPLOYMENT STATUS

Sr. No.	Name of Company/ Organization	Status (Govt./Semi-Govt/ Autonomous/Private)	Designation	Experience From-To	Experience Years/ Months
3.1					
3.2					
3.3					
3.4					
3.5					
3.6					
3.7					
3.8					

4. CPD SCORE ACCUMULATED SINCE 10TH JULY 2010

(Enclose attested documentary evidence)

Sr. #	Category	Sub-Category (As per Annex-A of CPD Byelaws)	Professional Engineering Body	Credit Hours Claimed	Credit points Claimed	Remarks
4.1	Formal Education (Higher Education duly recognized by PEC/HEC)					
4.2	Work Based Learning (Work Experience, Engineering related work including Management)					
4.3	Developmental Activities (Conferences, Seminars, Workshops, Lectures, memberships etc.)					
4.4	Individual Activities (Symposium Panelist, Authoring of Book, recognized social work etc.)					
Total						

5. ANY OTHER ACHIEVEMENT

Note: Attach additional sheets if required.

6. PROFESSIONAL AREA OF PRACTICE/SPECIALIZATION APPLIED FOR TITLE OF PROFESSIONAL ENGINEER (PE)

(to be selected from enclosed Appendix-I based on qualification, professional experience, and CPD acquired by the candidate)

7. EXAMINATION CENTRES (For detail visit PEC website)

Sr. No.	Preferred locations in order of priority (select any three) (Islamabad,Rawalpindi,Karachi,Lahore,Quetta,Peshawar,Sukkur,Multan)
7.1	
7.2	
7.3	

8. FEE

Prescribed Fee of Rs **5000/-** + Bank charges for EPE through MCB TBD A/c No.

0685583041005497 or HBL A/c No. 00427901578603 has been paid in Bank

..... Branch..... Dated in favor of "Pakistan
Engineering Council Islamabad"

9. DECLARATION

- I wish to take the EPE for (spring/fall) year 20.....as prescribed by PEC in discipline as mentioned in the application form.
- I undertake to inform the EPDC/PEC of any change in my postal address and profession.
- I have no objection against my EPE process being stopped, should there be inaccuracy in the submitted information.
- I also undertake to abide by the PEC Act, Bye-Laws, relevant rules and Codes of Ethics and Conduct, prescribed for the members of the Council.
- I certify that the above particulars mentioned by me are true and correct.

Date: _____

Signature of the Engineer:_____

10. SPONSORS

From Personal knowledge of the applicant and in consideration of his/her qualifications as stated in the form, we recommend him/her as being in every way a fit and proper person to be certified as Professional Engineer.

10.1 Sponsor-1

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

10.2 Sponsor-2

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

Note: An application shall be supported or sponsored by two professional engineers with fifteen years of experience.

Instructions:

Please ensure provision of following documents with the application form:

1. Attested copy of valid PEC registration certificate (Form PEC-7)
2. Attested copies of experience certificates
3. Supporting documents of CPD activities
4. Attested copy of CNIC
5. Two passport size photographs (duly attested on the back side)
6. EPE fee paid receipt in original.

Applications must be sent to:

Additional Registrar CPD
Pakistan Engineering Council,
Ataturk Avenue, Sector G-5/2,
Islamabad.

To be filled by each Sponsor

(Confidential when completed)

To be filled by each sponsor and send separately to EPDC/PEC in a sealed envelope;

Report on Mr/Miss _____ S/O, D/O _____

Discipline: _____ PEC Registration No: _____

1. How long have you known the applicant.....Years

2. In what capacity. Employer Advisor Sr. Colleague
 Colleague Friend Client

3. Do you recommend the applicant for certification as Professional Engineer.

Yes No

4. If yes please give your own impression of the candidate and why you consider him or her a fit person to be certified as Professional Engineer (PE)in around 50 words.

Signature: _____ Name of Sponsor: _____

Discipline: _____ Experience: _____

PEC Registration No: _____

Correspondence Address: _____

Contact No: _____ Email id: _____

Send to:-

Additional Registrar CPD, Pakistan Engineering Council,
Ataturk Avenue (East), G-5/2, Islamabad

(FOR OFFICE USE ONLY)

A. Accounts Section

Mode:	Cash	Cheque	DD
-------	------	--------	----

Received Rs. _____ Online Receipt No. _____

Bank Name _____

(Signature of Accounts Clerk)

(Accounts Associate)

B. CPD Wing

1. Discipline: _____ 2. PEC Reg No: _____
3. Renewal Upto: _____ 4. Registration Year: _____
5. Experience: _____ 6. CPD Credit Points: _____
7. Recommendations of CPD Wing:

(Eligible / Not Eligible)

C. EPE Wing

8. EPE Roll No: _____ 9. EPE Centre: _____

10. EPE Grading:

Sections	Marks Obtained	Total Marks	Percentage	Remarks
Part-I				
Part-II				
Total				

11. For PE Title

(Selected / Not Selected)

Discipline: _____

Registration Number: _____

Annexure-C
[see bye-law 23]

SYLLABUS FOR EPE

There shall be two-tier examination for enhancement of title from registered engineer to professional engineer — Part-I common to all engineering disciplines and Part-II discipline, specialized area based.

PART-I

This is common to all disciplines comprising forty multiple-choice questions of one mark each, total marks forty, with the duration of two hours.

Syllabus Components:

- i. MANAGEMENT (ENGINEERING RELATED)
 - (a) quality issues;
 - (b) finance;
 - (c) procurement/legal; and
 - (d) latest trends;
- ii. COMMUNICATION SKILLS
 - (a) understanding the basic English;
 - (b) principles of effective communication;
 - (c) communication methods and skills; and
 - (d) business messages;
- iii. ETHICAL AND SOCIAL ISSUES
 - (a) code of ethics;
 - (b) professional obligation of engineers;
 - (c) role of opportunity and conflicts; and
 - (d) interpersonal relations;
- iv. ENVIRONMENTAL ISSUES AND POLICIES
 - (a) basic concept of environment;
 - (b) environment and safety;
 - (c) environmental impact assessment (EIA); and
 - (d) environmental organizations and legal framework;

- v. HAZARDS AND RISK MANAGEMENT
- (a) occupational health hazard and risk;
 - (b) principles and methods of hazard identification;
 - (c) evaluation, risk assessment and its human behavioral aspects of risk management, fire safety; and
 - (d) mitigation measures.

PART-II

This is open book breadth and depth examination comprising sixty multiple-choice questions of one mark each, total marks sixty, with the duration of three hours. There shall be the following two sections of Part-II for each major discipline of EPE: —

- i. Section—A Breadth (discipline wise) 25 MCQs; and
- ii. Section—B Depth (specialized areas) 35 MCQs.

The syllabus for Section—A (breadth) shall generally conform to latest undergraduate syllabus of Bachelor of Engineering or equivalent. Syllabus for Section—B (depth) shall be based on practical concepts framed to judge the practical experience and field based knowledge of registered engineers.

Part - 3

Registration of Professional Engineering Bodies (PEBs)

Registration of Professional Engineering Bodies (PEBs)



NAME OF INSTITUTION/ ORGANIZATION

Year _____

3. Registration of Professional Engineering Bodies

3.1 Conduct of Continuing Professional Development Activities

Under Section 16 of SRO 1310(I)/2008, Professional Development of Engineers, the Governing Body shall ensure and manage the professional development of engineers in terms of its obligation under the Act. The Engineering Professional Development Committee (as per Section 15) shall administer the professional development activities according to specified criteria and guidelines laid down by the Council. Professional institutions and associations, CPD academies, engineering universities or colleges and private institutions, registered by the Council may impart CPD in coordination with the Committee. All these institutions, associations and other bodies shall be known as Professional Engineering Bodies (PEBs) in terms of Clause (xxiv) of Section 2 of the Act. The Council shall ensure that the responsibilities outsourced to these bodies are carried out in a fair, equitable and responsible manner without any profit motives. The Council retains the right to withdraw any outsourced responsibility from a registered PEB if the circumstances so require.

Registration of Professional Engineering Bodies (PEBs) shall form the basis of imparting effective CPD to Engineers of the relevant fields, thereby playing a pivotal role in mentoring the engineering profession.

The registration of PEBs will be based on an assessment/review ascertaining the strengths and weaknesses of the organization in terms of standards, functioning, efficient management system, an effective self-assessment process, and trained and experienced manpower to achieve the purpose of professional development.

3.2 Objectives

- An initial detailed review progressively focusing on support rather than compliance;
- Focus on qualification, training and experience of people involved and procedures evolved for management and conduct of proceedings with emphasis on self-assessment; and
- Review based on demonstrated and appropriately documented material.

3.3 Criteria

- Government/Semi-Government/Private Chartered Institutions;
- Autonomous and registered Professional Body in good standing;
- Shared objectives and compliance with PEC Act, Bye-laws (Section 16 of Bye-laws), regulations, etc.;
- Preference shall be given to those organizations which have all/most of the necessary infrastructure of their own; and
- Willing to be a registered member as a PEC Professional Engineering Body and pay a prescribed fee regularly to remain in good standing.

3.4 Procedure

- Receipt of Application for registration on prescribed form along with a fee, if any;
- Analysis and clarifications on the application by PEC;

- If needed and approved by EPDC, visit to be conducted by Experts' Panel approved by EPDC and submission of Experts' Report to EPDC;
- Approval for registration in regular meetings of EPDC;
- Based on approval, formal certificate of registration be issued by EPDC;
- The whole process to be completed within three (03) months;
- Registration valid up to two (02) year;
- After expiry of registration period, the above registration procedure is to be repeated.
- Renewal Fee shall be applied on annual basis.

3.5 Guidelines for Registration of CPD Bodies with PEC

All the Professional Bodies interested to join for imparting CPD activities, may apply for registration with PEC while adhering to the provision of CPD Byelaws especially Section 16 and the defined criteria (Section 3.3). The professional bodies named **PEBs** would apply on the prescribed form along with the fee and necessary documents to PEC. Any institute or body having more than one campus, would require a separate registration/ evaluation process. The major parameters to be evaluated might be included but not limited to the followings:

- i. Management of the Institute/ Organization
- ii. Mission and Objectives
- iii. Infrastructure and Physical Resources
- iv. Human Resources – Resource Persons and Staff
- v. Area(s) of Interest for CPD Activities
- vi. Major Achievements – Past CPD activities and experiences

All PEBs will provide a yearly CPD schedule to PEC/ EPDC for information and record until 1st December of the preceding year. If anything is found unbalanced in the CPD schedule/ activities then PEC may ask for clarification(s). After which, The CPD activities will include but are not limited to the activities defined in CPD Byelaws Section 15 (www.pec.org.pk). The final CPD activity schedule will be uploaded on PEC and respective PEB websites.

The concerned PEB will send to PEC a verified list of the participants within two weeks of holding the CPD activity for verification of the CPD returns to be filed by the candidates. The format of the CPD Yearly Calendar, CPD Returns of Participants, and CPD Returns of Resource Person(s)/ Event Organizer(s) are given in Appendix A, B and C, respectively. The format of the CPD Certificate is enclosed as Appendix-D.

3.6 Fee Structure for PEB Registration and Engineer's CPD Returns

The following fee would be applicable to the PEBs for registration with PEC;

Registration Fee Structure

S.No	Type of Organization/ Institution	New Registration Fee	Renewal Fee
1	All public sector institutions/ universities/ academies (government, semi-govt, autonomous)	20000/-	10000/-
2	All private sector institutions/ universities/ academies/ associations	20000/-	10000/-

PEC ONLINE ACCOUNT INFO

MCB

Account No: 0685 5830 4100 5497
Branch Code: 0069
IBAN No: PK08 MUCB 0685 5830 4100 5497

HBL

Account No: 0042 7901 5786 03
Branch Code: 0602
IBAN No: 0000 4279 0157 8603

3.7 Proforma for Registration of CPD Bodies

The proforma for registration of PEBs is given below, of which three copies are required to be submitted at the time of registration/ renewal along with a prescribed fee.

3.8 Mechanism for recognition of CPD from Foreign Institutions/ Universities/ Professional Organizations:

The mechanism for recognition/ acceptance of CPD activities acquired by the PEs (Professional Engineers) and REs (Registered Engineers) from foreign institutions/ universities/ professional organizations is based on the following criteria;

1. CPD bodies/ institutions/ universities are recognized or registered by the equivalent registration/ licensing bodies like NCESS, Board of Engineers Malaysia (BEM), etc.
2. CPD activities are acquired from the institutions/ universities having accredited engineering programs by equivalent accrediting bodies such as FEANI, EC_UK, ABET, BEM, or Washington Accord members.
3. CPD activities acquired from recognized educational institutions/ universities, from the relevant forum (HEC, Education Ministry, etc.)
4. Established and recognized Professional Bodies like the American Society of Civil Engineers (ASCE), etc.
5. Established and recognized technical organizations
6. Distance learning will only be accepted based on defined criteria internationally acceptable.
7. Engineers acquiring CPD through the above-said checklist will deposit Rs 2000/- (Rupees two thousand only) per CPD return plus verification fee, if applicable, as per actual.
8. The CPD activities would have the same CPD credit points and meaning as given in the CPD Byelaws 2008.



PAKISTAN ENGINEERING COUNCIL

CHECKLIST FOR REQUIRED DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM FOR REGISTRATION /RENEWAL OF PROFESSIONAL ENGINEERING BODIES (PEBs)

Sr.No.	Document Description	Tick (✓)	
		Yes	No
1	Duly filled Application Form PEB-1 (Available online at https://www.pec.org.pk/reg_pro_eng_bodies.aspx)		
2	<ul style="list-style-type: none">• Original Deposit Slip (as an evidence for the fee deposited):<ul style="list-style-type: none">▪ MCB Bank account: 0685583041005497 (Branch code 0069).▪ HBL Bank account: 00427901578603 (Branch code 0602).		
	Registration Fee	New Registration 20,000/-	Renewal 10,000/-
3	Previous Original Certificate (if already registered)		
4	Covering Letter of institute/organization on Letterhead		
5	Registration as <ul style="list-style-type: none">• Chartered Institute• SECP (Please submit relevant supporting legal documents/papers in case of New Registration)	<ul style="list-style-type: none">• Constituent part Campus• Company Ordinance etc.	
6	Copy of institution/organization profile.		
7	Detail of Infrastructure & Resources		
8	Detail of Resource Persons and Staff alongwith their CV .		
9	Detail of CPD activities conducted by the registered PEBS as per PEC prescribed format of returns.		
10	Yearly Calendar of CPD Activities imparting with fee structure as per prescribed PEC format.		

The Additional Registrar (CPD)
Pakistan Engineering Council
Ataturk Avenue (East)
Sector G-5/2, Islamabad

Subject: **REGISTRATION / RENEWAL ISSUANCE OF LICENCE AS “PROFESSIONAL ENGINEERING BODY” UNDER PEC ACT & CPD BYELAWS 2008**

Dear Sir,

We are submitting application for registration/renewal issuance of licence as Professional Engineering Body (PEB) duly completed along with necessary supporting documents.

Signature

(Name and Designation)
Head of Institution/ Organization

REGISTRATION/RENEWAL FORM

(PEB-1)

FOR

PROFESSIONAL ENGINEERING BODIES (PEBs)



**Engineering Professional Development Committee
Pakistan Engineering Council
www.pec.org.pk peb@pec.org.pk**

**PEB-1
RENEWAL/REGISTRATION OF PROFESSIONAL**

ENGINEERING BODIES FOR CPD

(Self-Assessment Report to be filled by the institutions/ bodies/ academies)

(Please tick and fill as required)

New Licence	Renewal	PEB Registration No (if already registered)

Sr.No.	Parameters/ Attributes	By the Institution/ Organization
1	Management of the Institute/ Organization:	
	1.1 Name of the Institution/ Organization	
	1.2 Govt./Autonomous/ Semi-autonomous/ Private	
	1.3 Registration as: (Chartered Institute, constituent part/campus, SECP, Company Ordinance etc.)	
	1.4 Location/ Constituency	
	1.5 Management and Operational Structure	
	1.6 Detail of PEB Coordinator (Name, contact number & email id for PEC record and update on the PEC Website)	
2	Mission and Objectives of Organization: (clearly defines mission & objectives)	2.1 Mission
		2.2 Objectives
3	Infrastructure and Resources:	
	3.1 Building (Owned, rented, lease etc.)	
	3.2 Office Space	
	3.3 Lecture Halls (Nos.): - For atleast 30 participants - For > 30 and upto 100 participants	
	3.4 Seminar/ Workshop Hall (Nos.)	

Sr.No.	Parameters/ Attributes	By the Institution/ Organization
	(more than 100 participants)	
	3.5 Availability of lecture requirements (Multimedia, speaker, computers, internet, photocopying, Zoom-online facility for live webinars etc.)	
	3.6 Financial Strength (CPD should not be taken as a commercial venture)	
	3.6.1 Govt./ Trust Funds/ Donations	
	3.6.2 Other Sources of Fund Generation	
4	Resource Persons and Staff	
	4.1 Resource Persons	
	4.1.1 Permanent (Name, qualification, experience, expert area, to ascertain availability of experienced Permanent Resource Persons in different areas)	
	4.1.2 Visiting (Name, qualification, experience, expert area, to ascertain availability of experienced visiting Resource Persons in different areas)	
	4.1.3. From Foreign through online (Name, qualification, experience, expert area, affiliated organization/ Institutions)	
	4.2 Allied/ Supporting Staff (Name, qualification, responsibility, to ascertain availability of necessary allied/ supporting staff)	
5	Area(s) of Interest for CPD Activities (in line with PEC objectives)	
	5.1 Area(s) of Interest (subjects & fields including engineering(Civil, Mechanical, Electrical etc.) technical, management, communication, ethics, environment and latest trends):	
	5.2 Details of CPD Courses (details of Topics, targeted participants, mode of delivery and expected outcome of the courses)	

Sr.No.	Parameters/ Attributes	By the Institution/ Organization
	5.3 Yearly Calendar of CPD Activities with fee structure (Existing/ Projected)	5.3.1 Existing Calendar (Attached as Annex-)
		5.3.2 Projected Activities (Attached as Annex-)
6	Major Achievements – last two years CPD activities and experiences: (sufficient evidence/ record as per PEC prescribed format)	Attached as Annex-
7	Mode of Dissemination	
	7.1 Website	
	7.2 Newspapers/ Newsletter/ Circular etc. (wider dissemination of information)	

Note: Please attach supporting documents/ additional sheets where necessary.

Undertaking

1. I declare on behalf of the institute/ organization, to abide by the terms and conditions of registration set forth in the Professional Development of Engineers Byelaws 2008, Guidelines and amendments made therein from time to time.
2. Not to undertake CPD activities as a commercial venture but as a service to the engineering profession
3. To inform PEC (EPDC in case) of the yearly calendar of CPD activities till 1st December of the preceding year, and comply with the PEC's observation if anything found unbalanced in the CPD schedule.
4. To submit CPD returns in prescribed format to PEC after the conduct of each approved CPD activity.
5. To pay initial registration and yearly renewal fee to PEC.

**Name and Signature
Head of Institution/ Organization**

EVALUATION REPORT BY THE EXPERTS' COMMITTEE

(FORM PEB-2)

FOR

(Please tick () relevant applicable)

REGISTRATION

RENEWAL

Of

PROFESSIONAL ENGINEERING BODIES (PEBs)



Engineering Professional Development Committee

Pakistan Engineering Council

www.pec.org.pk peb@pec.org.pk

RENEWAL/REGISTRATION OF PROFESSIONAL ENGINEERING BODIES FOR CPD

Evaluation Report by the Experts Committee

Instructions:-

- a. Please tick and fill as required.
- b. Please attach supporting documents/additional sheets where necessary.
- c. Overall 50% marks in each part is mandatory for registration/renewal.

Name of Institution/Organization: _____

Date of Visit: _____

Renewal	New License	PEB Registration No (if already registered)

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
1	Management of the Institute/ Organization:	50		
	1.5 Name of the Institution/ Organization - Defined (5) - Ambiguous (1 – 4) - Not defined (0)	05		
	1.6 Govt./ Autonomous/ Semi-autonomous/ Private - Government / Autonomous / semi-autonomous/ Private (5) - Private but commercial entity (1-4) - No clear status (0)	05		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
	1.7 Registration (Chartered Institute, constituent part/campus, SECP, Company Ordinance etc.) <ul style="list-style-type: none"> - Registered/legal entity (11-15) - Suspended/ invalid (1- 10) - Not registered entity (0) 	15		
	1.8 Location/ Constituency (easily accessible) <ul style="list-style-type: none"> - Easily accessible (8 – 10) - Part suitable (4-7) - Difficult access (0 -3) 	10		
	1.5 Management and Operational Structure <ul style="list-style-type: none"> - Well laid out (10 – 15) - Weak (1 – 9) - Non-existing (0) 	15		
	1.6 Other Information			
	Sub Total (1)	50		
2	Mission and Objectives of Organization: (clearly defined mission & objectives)	50		
	2.1 Mission <ul style="list-style-type: none"> - In line with PEC objectives on CPD (15 – 20) - Partly/ Not in line (5 – 15) - Not defined (0) 	20		
	2.2 Objectives <ul style="list-style-type: none"> - Well defined (18 – 30) - Vaguely defined (1 – 17) - Not defined 0 	30		
	Sub Total (2)	50		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
3	Infrastructure and Resources:	100		
	3.1 Building (Owned, rented, lease etc.) - Owned (16 – 20) - Lease (11 – 15) - Rented (6 - 10) - Not available (0 – 5)	20		
	3.2 Office Space - Adequate (8 – 10) - Inadequate (4 – 7) - Not available (0 – 3)	10		
	3.3 Lecture Halls (Nos.): (For atleast 30 participants - For > 30 and upto 100 participants) - Sufficient (15– 20) - Insufficient/hiring (5 - 14) - Not available (0 – 4)	20		
	3.4 Seminar/ Workshop Hall (Nos.) (more than 100 participants) - Available (8 – 10) - Insufficient (4 – 7) - Not available (0 – 3)	10		
	Video Link facilities for Zoom online and live webinars			
	3.5 Availability of lecture requirements (Multimedia, Video link facility speaker, computers / Laptops, internet, photocopying, printing facilities etc.) - Available (16 – 20) - Inadequate/ obsolete (6 – 15) - Not available (0 – 5)	20		
	3.6 Financial Strength (CPD should not be taken as commercial venture)	20		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
	3.6.1 Govt./ Trust Funds/ Donations - Available (8 – 10) - Insufficient (4 – 7) - Not available (0 – 3)	10		
	3.6.2 Other Sources of Funds Generation - Other sources (define) (8-10) - Only fee from CPD (4 – 7) - No other source (0 – 3)	10		
	Sub Total (3)	100		
4	Resource Persons and Staff:	50		
	4.1 Resource Persons	30		
	4.1.1 Permanent (Name, qualification, experience, expert area to ascertain availability of experienced Permanent Resource Persons in different areas) - Reasonable (11- 15) - Insufficient (6 – 10) - Not available (0 – 5)	15		
	4.1.2 Visiting (Name, qualification, experience, expert area to ascertain availability of experienced visiting Resource Persons in different areas) - Reasonable (11- 15) - Insufficient (6 – 10) - Not available (0 – 5)	15		
	4.1.3. From Foreign through online ((Name, qualification, experience, expert area, affiliated organization/ Institutions))			

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
	4.2 Allied/ Supporting Staff (Name, qualification, responsibility to ascertain availability of necessary allied/ supporting staff) <ul style="list-style-type: none"> - Reasonable (15- 20) - Insufficient (7 – 14) - Not available (0 – 6) 	20		
	Sub Total (4)	50		
5	Area(s) of Interest for CPD Activities (in line with PEC objectives)	<u>50</u>		
	5.1 Area(s) of Interest (subjects & fields including technical, management, communication, ethics and latest trends) <ul style="list-style-type: none"> - In line with PEC Policy on CPD (16-20) - Partly in line with PEC policy (6 – 15) - Not in line with PEC Policy (0- 5) 	20		
	5.2 Yearly Calendar of CPD Activities with fee structure (Existing/ Projected) <ul style="list-style-type: none"> 5.2.1 Existing Calendar 5.2.2 Projected Activities 	30		
	Sub Total (5)	50		
6	Major Achievements – Past CPD activities and experiences (sufficient evidence/ record): <ul style="list-style-type: none"> - Satisfactory (35 – 50) - Insufficient (15 – 34) - No relevant past experience (0-14) - 	<u>50</u>		
	Sub Total (6)	50		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
7	Mode of Dissemination:	50		
	7.1 Website <ul style="list-style-type: none"> - Well-structured/ easily accessible website (16- 25) - Existing but not well structured/ easily accessible (8 - 15) - Not existing (0 – 7) 	25		
	7.2 Newspapers/ Newsletter/ Circular etc. (wider dissemination of information) <ul style="list-style-type: none"> - Circulation through other sources (newspapers, newsletter, etc.) (16 - 25) - Very limited coverage in print media (8 - 15) - Not use of such facility (0 - 7) 	25		
	Sub Total (7)	50		

Please attach supporting documents/additional sheets where necessary

Overall Score	
----------------------	--

OBSERVATIONS AND RECOMMENDATIONS

Name of Institution/Organization: _____

1. **Observations as per PEC Criteria (give reference of relevant criteria, policy , regulations etc.)**

a. **Strong Areas:**

b. **Deficiencies:**

c. **Weak Areas:**

d. **Concerns:**

B. Recommendations:

(tick ✓ where applicable)

Description	New Registration	Renewal
Recommended for _____ year (s) (Max: 2 years)		
Recommended subject to fulfillment of observations/ deficiencies		
Not recommended		

Name of Expert/Convener Signature: _____ Name: _____ Affiliation with: _____ Date: _____	PEC Representative Signature: _____ Name: _____ Designation: _____ Date: _____
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Part - 4

Engineering Practice Examination (EPE)

3. ENGINEERING PRACTICE EXAMINATION

3.1 Introduction

For assessment of engineering competence, knowledge and skills of an applicant engineer, the Committee shall hold an examination which may be arranged and conducted through local or foreign services hired or availed for the purpose. The EPE is optional for a registered engineer but is an essential part of assessment for the title of professional engineer.

When a registered engineer has attained a minimum of five years of practical experience in relevant field of engineering from a recognized engineering organization or institution or service and has earned requisite credit points, he shall become eligible to apply for EPE.

3.2 EPE Mechanism

In this regard, a system has been designed for conducting paper-based Engineering Practice Examination with a provision of online system in the future. The mechanism is as under.

- Widely circulated schedule of EPE twice a year or in accordance with the frequency revised from time to time through newspapers/ website for submission of application forms along with fee by the Registered Engineers who fulfill the pre-requisites and are interested for the title of “PE”.
- Verification of pre-requisites and record by CPD Secretariat to finalize the list and issuing Roll Number/ Code, indicating Examination Centre accordingly (via post and email). The roll number/ code shall be used during the examination. A valid CNIC would be required.
- EPDC shall be responsible for administering examination at the designated centres. The centres shall be based mainly at Public Sector Engineering Universities/Institutions at a location where reasonable cluster of internet connected computers (about 250 -300) could be available. Security of all the centres shall be ensured through concerned institutions.
- Both parts (Part-I and Part-II) of the examination shall be held on the same day with ninety minutes break.
- The EPDC through notified Experts’ Committees shall review the syllabi of EPE from time to time and get prepared the MCQs through Experts’ Committees. Approved MCQs after review shall be added into the MCQs databank.
- After announcement of each EPE, the Experts’ Committees of relevant engineering disciplines/ specialized areas, as nominated by EPDC, shall prepare MCQ-based examination papers for all engineering disciplines atleast fifteen days before the conduct of examination.
- EPDC shall appoint the Exam Conveners (from among Governing Body) for overall monitoring of the EPE proceedings in each examination centre, who shall be assisted by the concerned PEC Officials (PEC-18 or above) of Regional/Branch Offices. The concerned institutions of designated EPE Centres shall provide necessary support in this regard for which MoUs shall be made.

3.3 Examination Process

A Sub-committee of EPDC along with Head of CPD Department while remaining at PEC HQs shall liaise with all the examination centres during the conduct of examination. The sequence of examination process shall be as under:

- i. The sealed examination papers along with list of candidates, attendance sheets, return envelopes and necessary stationery material shall be handed over to the concerned PEC Official (PEC-18 or above) at PEC HQ one or two days before examination, who would take it to the examination centre.
- ii. On the day of examination at each centre, the Examination Committee shall comprise of one Exam Convener, PEC Officials each from concerned PEC Regional/Branch Office and PEC HQ, one staff (PEC-14 or above), and one Coordinator from the concerned institution, besides supporting staff both from PEC and the collaborating institution.
- iii. The entry of the candidates shall start atleast one hour before the scheduled time i.e. 0900 hours. The entry of each candidate shall be subject to possession of original Roll Number slip issued by PEC, original valid CNIC and original PEC Registration Card.
- iv. PEC Official in the presence of the Exam Convener shall open the sealed envelope atleast thirty minutes before the start of the paper and distribute among the candidates as per allocated Roll Numbers. The same process shall be followed for both parts.
- v. All candidates shall have to sign the attendance sheet and on answer sheet of each part of the examination separately. Without signature of the candidate either on attendance sheet or answer sheet of the concerned part, the paper shall not be considered for marking.
- vi. The Exam Convener shall also sign on each answer sheet during conduct of the paper and concerned PEC Official shall ensure signature of both the candidate and Exam Convener on answer sheets before collecting back the answer sheet and question paper from the candidates.
- vii. No candidate shall be allowed to leave the examination hall before the completion of half time of each Part. The paper collection (paper along with respective answer sheet) shall be started before the candidates are allowed to leave the hall.
- viii. The envelopes of examination paper for each part shall be signed by Exam Convener, PEC Officials and Coordinator from collaborating institution. The Examination Committee shall seal the answer sheets clipped with respective question paper at the end of each Part of the examination along with candidates' attendance sheets. This should be done immediately after the end of each part of the examination.
- ix. At the end of the examination, sealed envelopes of both parts shall be packed and sealed in one cloth sack provided by CPD Secretariat. The sealed cloth sack would be handed over to PEC Official deputed from PEC HQ.
- x. The sealed sacks shall be opened before the Experts' Committee in presence of the concerned PEC Officials of respective EPE centres deputed from PEC HQ. Paper marking shall be done by the Experts' Committee of relevant disciplines immediately after the receiving of sealed sacks from all EPE centres.

- xi. The Experts' Committee shall compile the EPE result and forward it to EPDC for approval and onward announcement.

3.4 Applying Procedure for EPE

When a registered engineer has attained a minimum of five years of practical experience in relevant field of engineering from a recognized engineering organization or institution or service and has earned requisite credit points, he shall become eligible to apply for EPE on prescribed form given in Appendix-E of this Manual.

The format of the EPE shall be as under, namely:-

- (a) The examination shall comprise of two Parts. Part-I (2 hours) shall be common to all engineering disciplines and Part-II (3 hours) shall be discipline and specialized area-based consisting of two sections breadth and depth/specialized area examinations respectively. Part-II shall be based on open book method. Syllabus of each part of EPE, duly amended from time to time, shall be finalized by the respective Experts' Committees and approved by Engineering Professional Development Committee. Basic parameters of the syllabi of each Part are given in CPD Byelaws-2008 (given in this Manual) and EPE Syllabi for PEC registered engineering disciplines are available on PEC website (www.pec.org.pk).
- (b) Qualifying marks for each Part shall be *sixty per cent*. The candidate shall have to pass each part independently. If any candidate does not qualify in any Part, he shall be eligible to appear in the same part in the next three consecutive examinations. In case of not qualifying or not appearing in the next three consecutive examinations, the candidate shall be declared as not qualified and may appear in both parts.
- (c) The Examination shall be held twice a year and results shall be published through the Council's website.
- (d) An application for EPE shall be supported by two professional engineers with minimum fifteen years of professional standing or a professional engineer authorized by the Council. A professional engineer supporting a prospective candidate shall send an independent report to the Committee on Proforma attached with the application form at Annex-B of Part-2 of this Manual.

The Council shall charge such fees as may be specified by it from time to time for CPD and EPE. The fee for EPE is Rs 5000/- per candidate.

3.5 Application Form for EPE

The application form for Engineering Practice examination (EPE) is given in Appendix-E of this Manual.

3.6 Instructions/Guidelines to the Candidate

The following instructions/guidelines are mandatory for each candidate appearing in Engineering Practice Examination (EPE).

1. No candidate is allowed to sit in the exam without the roll no slip, original CNIC, original PEC registration card.
2. The exam shall start at 1000 hours and the candidate should report at the center atleast one hour before start of exam.
3. No candidate shall be allowed to the examination hall once the exam is started.
4. Programmable calculator, laptop, mobile phone, iPod, and any storage device/ electronic gadget are not allowed in examination hall. Only simple calculator is allowed.
5. The exam shall comprise of two parts, and held on the same day viz Part-I (02-hours) and Part-II (03 hours) with 90 minutes break.
6. Qualifying marks for each Part shall be sixty per cent. The candidate shall have to pass each part independently. If any candidate does not qualify in any Part, he shall be eligible to appear in the same part in the next three consecutive examinations. In case of not qualifying or not appearing in the next three consecutive examinations, the candidate shall be declared as not qualified and may appear in both parts.
7. Exam shall be based on Multiple Choice Questions (MCQs).
8. The Part-II of exam shall be open book; only books, bound copies shall be allowed. No loose paper/notes /handouts shall be permissible.
9. The final result shall be communicated through PEC website followed by post mail.
10. No candidate shall indulge to influence the examination process as well as the examination staff, and responsible(s) shall be disqualified.
11. No candidate is allowed to indulge in any Law and Order situation to affect the exam process.

3.7 Code of Ethics for EPE Curriculum Experts/ Examiners

The Code of Ethics to be observed by the EPE Curriculum Experts/ Examiners, is placed at Appendix-F.

Part - 5

Functions of Examination Section (EPE)

4. FUNCTIONS OF EXAMINATION SECTION

4.1 Compilation of CPD/EPE Record

The CPD Department will comprise of two sections viz. i) CPD Section, and ii) EPE Section, under the overall directions of EPDC through the Head of CPD Department. The CPD Secretariat will perform all the functions defined in the CPD Byelaws 2008. The maintenance of CPD record, returns from the engineers, PEBs registration/ renewal and their CPD schedule, consolidation and verifications etc., will be managed by the CPD Section.

4.2 Examination Records Branch / Cell

The Engineering Practice Examination (EPE) will be managed by the EPE Section of CPD Department at PEC Headquarters, Islamabad. This Section will be responsible under the overall directions of the EPDC through the Head of CPD Department, to announce, receiving applications, scrutiny, record compilation, arranging examination and maintaining results till approval and endorsement to the PEC Registration Department.

4.3 Review Status of Existing Professional Engineers, Complaints and Disciplinary Matters

The EDPC will regularly take up and review matters relating to the status of existing Registered Engineers and Professional Engineers, complaints and disciplinary issues as defined under the CDP Byelaws in vogue.

4.4 Filing of CPD Returns

The filing of CPD returns by the Registered Engineer and Professional Engineer will be done as prescribed in Bye-law 17 of PDE Byelaws 2008.

4.5 Audit of CPD Activities and Returns

The audit of CPD activities would be a compulsory part for quality control as defined in Bye-law 19 of PDE Byelaws 2008.

4.6 Notification/ Registration as Professional Engineers

The notification of EPE result will be announced through PEC website and by post as prescribed in Bye-law 23(c) of PDE Byelaws.

4.7 Examination Kits and Study Material

The Council through CPD Department would prepare examination kits and study material for the candidates downloadable from PEC website.

Format of CPD Yearly Calendar by PEBs

CPD Activities Calendar for the year _____							
PEB Name:							
PEB Reg. #							
Name of PEB Coordinator:							
Sr. #	CPD Title	CPD Category - Type	Location	Date	Collaboration	Recourse Person	CPD Credit Points
1							
2							
3							
4							
5							
6							

Note: Please refer Annexure-A of PDE Bye-laws 2008 for CPD category and CPD credit points for each activity.

Appendix-B**Format of CPD Returns-1 by PEBs**

Course/ CPD title:							
PEB Name:							
PEB Reg #:							
CPD Category	CPD Activity	Course Code	Date	Location	Duration	Credit Points	Total No. of Participants
List Of Participants							
Sr. No	PEC Reg. No	Name (as per PEC Record)					

Note: Please refer Annexure-A of PDE Bye-laws 2008 for CPD category and CPD credit points for each activity.

Appendix-C

Format of CPD Returns-2 by PEBs

Course/ CPD title:							
PEB Name:							
PEB Reg #:							
CPD Category	CPD Activity	Course Code	Date	Location	Duration	Credit Points	Total No. of Participants
List of CPD Organizers							
Sr. No	PEC Reg. No	Coordinator/Resource Person		Name		Affiliation/Organization	CPD Credit Points

Note: (i) Please refer Annexure-A of PDE Bye-laws 2008 for CPD category and CPD credit points for each activity.
(ii) Organizers should not be more than two (02) for each activity

Appendix-D

Format of CPD Certificate





PAKISTAN ENGINEERING COUNCIL
APPLICATION FORM FOR
ENGINEERING PRACTICE EXAMINATION (EPE)

1. PERSONAL INFORMATION

Name: _____

Photo
(Passport size)

Father's Name: _____

PEC Registration No. with Discipline: _____ Date of Registration: _____

Gender: _____ Nationality: _____

Date of Birth: _____ / _____ / _____
(Day) (Month) (Year)

Present (Postal) Address: _____

Permanent Address: _____

Phone Number (Line No): _____ Mobile No: _____

E-mail: _____

2. QUALIFICATION

2.	Qualifications	Name of University/ College/ Institute/Board	Year of Passing	Obtained Marks /Total Marks	%age	Certificate/Degree with discipline
2.1	F.Sc or Equivalent					
2.2	B.E. /B.Sc. Engg. Degree or Equivalent					
2.3	Post-graduate Diploma/Degree or Equivalent					
2.4	Doctorate (Ph. D) or Equivalent					

2.5 Any Other non-engineering qualification (Post-graduation) obtained:

Note: In case of qualification in more than one engineering discipline, indicate field of specialization.

3. EMPLOYMENT STATUS

Sr. No.	Name of Company/ Organization	Status (Govt./Semi-Govt/ Autonomous/Private)	Designation	Experience From-To	Experience Years/ Months
3.1					
3.2					
3.3					
3.4					
3.5					
3.6					
3.7					
3.8					

4. CPD SCORE ACCUMULATED SINCE 10TH JULY 2010

(Enclose attested documentary evidence)

Sr. #	Category	Sub-Category (As per Annex-A of CPD Byelaws)	Professional Engineering Body	Credit Hours Claimed	Credit points Claimed	Remarks
4.1	Formal Education (Higher Education duly recognized by PEC/HEC)					
4.2	Work Based Learning (Work Experience, Engineering related work including Management)					
4.3	Developmental Activities (Conferences, Seminars, Workshops, Lectures, memberships etc.)					
4.4	Individual Activities (Symposium Panelist, Authoring of Book, recognized social work etc.)					
Total						

10. ANY OTHER ACHIEVEMENT

Note: Attach additional sheets if required.

11. PROFESSIONAL AREA OF PRACTICE/SPECIALIZATION APPLIED FOR TITLE OF PROFESSIONAL ENGINEER (PE)

(to be selected from enclosed Appendix-I based on qualification, professional experience, and CPD acquired by the candidate)

12. EXAMINATION CENTRES (For detail visit PEC website)

Sr. No.	Preferred locations in order of priority (select any three) (Islamabad,Rawalpindi,Karachi,Lahore,Quetta,Peshawar,Sukkur,Multan)
7.1	
7.2	
7.3	

13. FEE

Prescribed Fee of Rs **5000/-** + Bank charges for EPE through MCB TBD A/c No.

0685583041005497 or HBL A/c No. 00427901578603 has been paid in Bank

..... Branch..... Dated in favor of "Pakistan
Engineering Council Islamabad".

14. DECLARATION

- I wish to take the EPE for (spring/fall) year 20.... as prescribed by PEC in discipline as mentioned in the application form.
- I undertake to inform the EPDC/PEC of any change in my postal address and profession.
- I have no objection against my EPE process being stopped, should there be inaccuracy in the submitted information.
- I also undertake to abide by the PEC Act, Bye-Laws, relevant rules and Codes of Ethics and Conduct, prescribed for the members of the Council.
- I certify that the above particulars mentioned by me are true and correct.

Date: _____

Signature of the Engineer:_____

10. SPONSORS

From Personal knowledge of the applicant and in consideration of his/her qualifications as stated in the form, we recommend him/her as being in every way a fit and proper person to be certified as Professional Engineer.

10.1 Sponsor-1

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

10.2 Sponsor-2

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

Note: An application shall be supported or sponsored by two professional engineers with fifteen years of experience.

Instructions:

Please ensure provision of following documents with the application form:

1. Attested copy of valid PEC registration certificate (Form PEC-7)
2. Attested copies of experience certificates
3. Supporting documents of CPD activities
4. Attested copy of NIC and Domicile
5. Two passport size photographs (duly attested on the back side)
6. EPE fee paid receipt

Applications must be sent to:

Additional Registrar CPD
Pakistan Engineering Council,
Ataturk Avenue, Sector G-5/2,
Islamabad.

To be filled by each Sponsor

(Confidential when completed)

To be filled by each sponsor and send separately to EPDC/PEC in a sealed envelope;

Report on Mr/Miss _____ S/O, D/O _____

Discipline: _____ PEC Registration No: _____

5. How long have you known the applicant..... Years

6. In what capacity. Employer Advisor Sr. Colleague
 Colleague Friend Client

7. Do you recommend the applicant for certification as Professional Engineer.

Yes No

8. If yes please give your own impression of the candidate and why you consider him or her a fit person to be certified as Professional Engineer (PE)in around 50 words.

Signature: _____ Name of Sponsor: _____

Discipline: _____ Experience: _____

PEC Registration No: _____

Correspondence Address: _____

Contact No: _____ Email id: _____

Send to:-

Additional Registrar CPD, Pakistan Engineering Council,
Ataturk Avenue (East), G-5/2, Islamabad

(FOR OFFICE USE ONLY)

A. Accounts Section

Mode:	Cash	Cheque	DD
-------	------	--------	----

Received Rs. _____ Online Receipt No. _____

Bank Name _____

(Signature of Accounts Clerk)

(Accounts Associate)

B. CPD Wing

1. Discipline: _____ 2. PEC Reg No: _____
3. Renewal Upto: _____ 4. Registration Year: _____
5. Experience: _____ 6. CPD Credit Points: _____
7. Recommendations of CPD Wing:

(Eligible / Not Eligible)

C. EPE Wing

8. EPE Roll No: _____ 9. EPE Centre: _____

10. EPE Grading:

Sections	Marks Obtained	Total Marks	Percentage	Remarks
Part-I				
Part-II				
Total				

11. For PE Title

(Selected / Not Selected)

Discipline: _____

Registration Number: _____

Professional Areas of Practice/ Specialization for the title of Professional Engineer (PE)

(Based on academic qualifications, professional experience, and CPD acquired by the candidate)

S.#	PEC Registered Engineering Disciplines	Professional Areas of Practice/ Specialization for title of PE (select only one from within the discipline)
1	Electrical Engineering and Allied Disciplines (Electrical/ Electronics/ Industrial Electronics/ Telecommunication/ Avionics/ Mechatronics/ Biomedical/ Computer/ Engineering Sciences)	<ol style="list-style-type: none"> 1. Electric Power 2. Electronic Engineering 3. Industrial Electronics 4. Telecommunication Engineering 5. Avionics Engineering 6. Mechatronics Engineering 7. Biomedical Engineering 8. Computer Engineering
2	Civil Engineering and Allied Disciplines (Civil/ Transportation/ Urban/ Environment/ Building & Architecture)	<ol style="list-style-type: none"> 1. Structures 2. Transportation 3. Geotechnical 4. Construction Management 5. Water Resources 6. Environmental Engineering 7. Urban Engineering 8. Building and Architectural Engineering
3	Mechanical Engineering and Allied Disciplines (Mechanical/ Industrial and Manufacturing/ Aeronautical Engineering-Aerospace only)	<ol style="list-style-type: none"> 1. Thermo-fluids Engineering 2. Manufacturing Engineering 3. Design Engineering 4. Control Engineering 5. Aerospace Engineering
4	Metallurgy and Materials Engineering (Metallurgical Engineering/ Metallurgy and Materials Engineering)	<ol style="list-style-type: none"> 1. Metallurgical Engineering 2. Foundry Engineering 3. Advanced Materials 4. Surface Engineering 5. Nanotechnology
5	Chemical & Polymer Engineering (Chemical Engineering/ Polymer Engineering)	<ol style="list-style-type: none"> 1. Process Synthesis, design and Optimization 2. Operation and Production Engineering 3. Utilities and Services Engineering 4. Environment and Process Safety Engineering 5. Instrumentation and Control Engineering 6. Thermal Hydraulics 7. Polymer Engineering 8. Biochemical Engineering 9. Energy Engineering 10. Separation Process Engineering 11. Corrosion Engineering

6	Mining Engineering	<ol style="list-style-type: none"> 1. Query/ Open Pit Development and Operation 2. Underground Mining Operation and Development 3. Mine Rescue and Safety Engineering 4. Mine Management and Regulatory Regime
7	Agricultural Engineering	<ol style="list-style-type: none"> 1. Environmental Engineering 2. Machine Systems Engineering 3. Irrigation and Drainage Engineering 4. Water Resources Development and Management 5. Process Engineering 6. Energy in Agriculture
8	Textile Engineering	<ol style="list-style-type: none"> 1. Yarn Manufacturing 2. Fabric Manufacturing 3. Textile Processing 4. Garment Manufacturing
9	Petroleum and Gas Engineering	<ol style="list-style-type: none"> 1. Drilling Engineering 2. Reservoir Engineering 3. Production Engineering



PAKISTAN ENGINEERING COUNCIL

The Code of Ethics for Members PEC EPE Curriculum Committees/ Experts (Approved by the EPDC)

The prominent Engineers who are nominated/ selected as member of EPE (Engineering Practice Examination) Curriculum Committees, as Sub-Committees of Engineering Professional Development Committee (EPDC) of PEC must conduct in accordance with the following Code of Ethics.

1. Confidentiality of Information

Individuals / members of the EPE Curriculum Committees must not transmit nor reveal the contents of documents and information during the Curriculum Development and examination process and the respective decisions of EPDC to any third party other than the EPDC or its Convener/Chair and/or to the PEC Governing Body, including authorized Secretariat involved in the process of EPE/policy making, if deemed necessary. When it is uncertain whether a material is regarded as confidential or not, it must be confirmed with PEC CPD Secretariat or the Convener EPDC.

2. Assignment of EPE Curriculum Committee Members and Avoidance of Conflict of Interest

Individuals /members shall intimate any possibility of conflict of interest and disclose any real or potential possibility that may cause any conflict of interest during the entire proceedings of EPE meetings and process.

3. Fair Examination/Evaluation and Judgment in all EPE Proceedings

Proceed with fair and transparent examination/evaluation of all such matters of EPE to make honest/fair professional judgments, taking the position to improve the quality of engineering education being imparted and the engineering profession in the country and to provide necessary policies/guidelines, particularly in conjunction with the EPE and in general to national scale.

4. Submission/Record of Confidential Documents

All confidential documents must be kept in safe custody for a settled time/period and be disposed off after confirmation of receipt of hard and soft material to the CPD Secretariat through given mode of communication from time to time.

DECLARATION STATEMENT

I have received and read "the Code of Ethics for Members of PEC EPE Curriculum Committees/Experts" before discharging my duties as Member/ Expert. I understand the contents and follow these codes to the best of understanding and knowledge.

Name

Affiliation

Signature

Date

(Duly singed by each individual member of the PEC EPE Curriculum Committees/Experts, including Secretary EPDC on behalf of the PEC Secretariat)