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ACEM Competent IOW Application Guidelines

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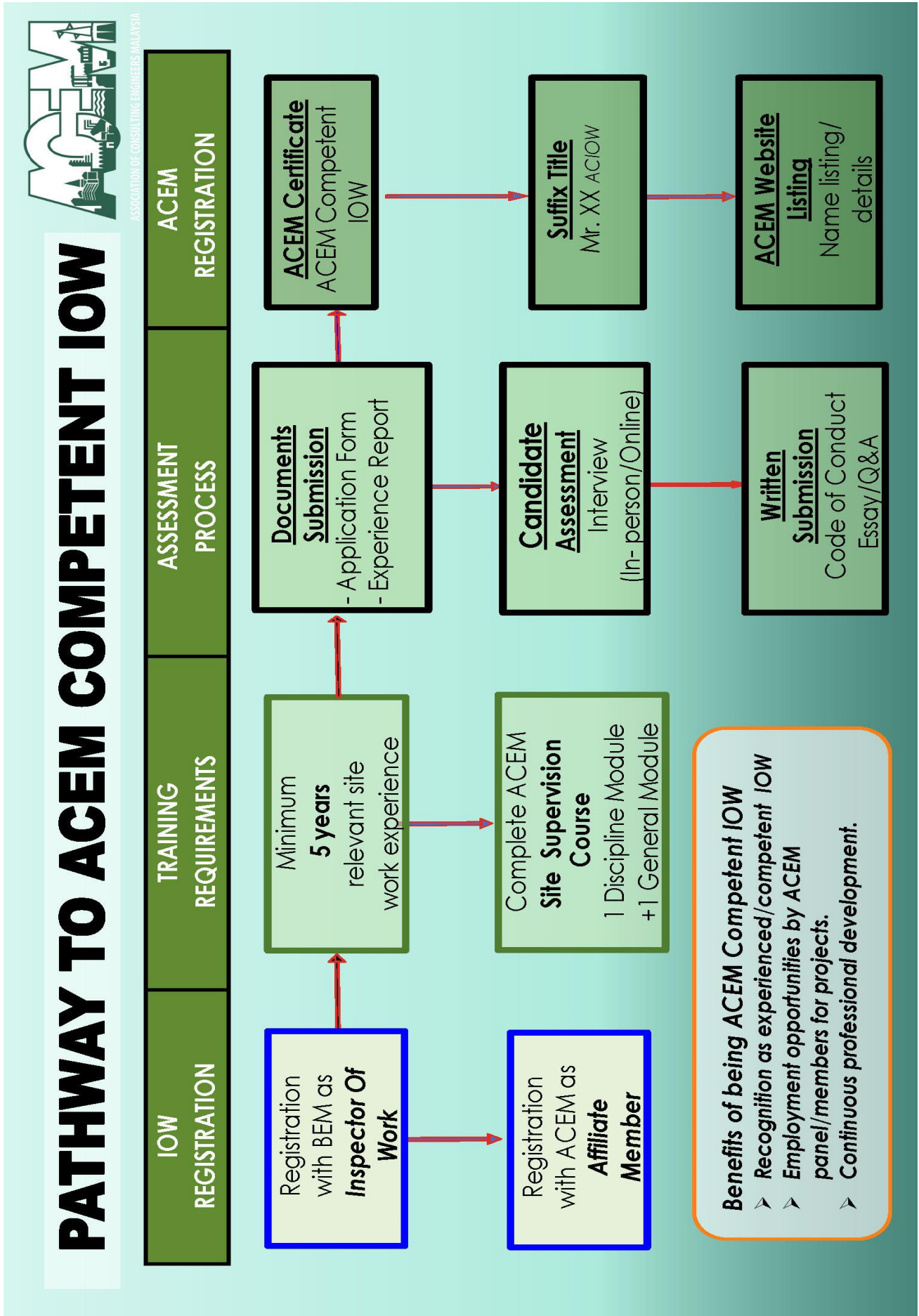
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“PATHWAY TO ACEM COMPETENT IOW” CHART





1.0 INTRODUCTION

1.1 Abbreviations

1.	ACIOW	ACEM Competent IOW
2.	ACEM	Association of Consulting Engineers Malaysia
3.	ACEM HQ	ACEM Headquarter in Kuala Lumpur
4.	Act 133	Street Drainage and Building Act 1974
5.	BEM	Board of Engineers, Malaysia
6.	HSE	Health, Safety and Environment
7.	IOW	Inspector of Works registered with BEM
8.	REA	Registration of Engineers Act 1967 (revised in 2015)
9.	PE	Professional Engineer registered with BEM
10.	PEPC	Professional Engineer with Practising Certificate registered with BEM

1.2 Objective

Street Drainage and Building Act 1974 (Act 133) requires plans pertaining to engineering works to be submitted by qualified person which refers to PEPC registered under Section 8 of the REA in the appropriate engineering discipline. Act 133 only allows qualified person or any person duly authorized by him to supervise and certify completion of construction of engineering aspects of building works. IOWs are essential members of the supervision team as the eyes and ears of the designer on site. IOW should be trained and well versed with site supervision works concerning temporary works, site safety and existing codes/regulations to perform his/her task on site professionally.

The main objective is to determine whether the IOW has undergone training and acquired experience to satisfactorily meet the competence required. ACEM intends to carry out the necessary training and assess the experience of IOW to award the title of ACEM Certified Competent IOW who shall be entitled to use the suffix, *ACIOW*, after their names for recognition.

The awarding of the title ACIOW is intended to be recognized as experienced and competent IOW to gain employment opportunities with ACEM member firms for major construction projects. Details of ACIOW shall be published on the ACEM website for ease of reference for ACEM member firms.

1.3 ACIOW Registration Requirements

1.3.1 BEM Requirements

An IOW is a person registered under subsection 10(E) of the REA. In accordance with Section 7(2) (ab) of the Registration of Engineers Act, it is 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”.

The registration of IOW would be under the four (4) main engineering disciplines i.e., Civil, Electrical, Mechanical and Chemical.

1.3.2 ACEM Membership

An IOW registered with the Board of Engineers, Malaysia, can register to be an Affiliate member of ACEM. An Affiliate member is entitled to participate in selected activities of the Association, as approved by the Council, at member rate charges. ACEM Affiliate members shall be entitled to the exclusive use after their names of the abbreviated form, *AfACEM*, showing their membership.



2.0 TRAINING & EXPERIENCE

2.1 Training Requirements

ACEM Site Supervision Courses are designed to provide the BEM registered IOW with the necessary practical knowledge and information related to good engineering practice in site supervision using proper procedures and reporting to meet the approved design, drawings and specification. The overall program requirement consists of **General** and **Discipline Modules** corresponding to the disciplines registered with the BEM.

There are three (3) programmes for the Discipline Modules as follows:

- (a) Civil & Structural;
- (b) Mechanical; and
- (c) Electrical.

The participants are required to complete attendance for the General Module and one of the Discipline Modules as per their registration with BEM to have a complete and comprehensive knowledge regarding site supervision. Candidates are required to submit certificate of attendance/achievement from ACEM HQ as completion of the training requirements.

2.2 Experience Requirements

An IOW shall be eligible to apply for ACIOW assessment when he has achieved at least **five (5) years** of experience in site supervision, repair and maintenance or site supervision management. Experience requirements would require endorsement by PE/PEPC and preferably submission of letters from Client regarding projects involvement.

3.0 DOCUMENTS SUBMISSION

Applicants of ACEM Competent IOW shall submit the following:

1. ACIOW Application Form,
2. IOW Experience Report, and
3. Supporting Documents.

Application Documents to be submitted in the form of softcopy/hardcopy with payment by cheque made payable to: The Association of Consulting Engineers Malaysia” to:

The Association of Consulting Engineers Malaysia (ACEM)
Suite 20-9, Level 20, Menara 1MK
No. 1, Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur
Tel: +603 64131503 E-mail: sec@acem.com.my

3.1 ACIOW Application Form

Please complete all sections on the Application Form.

- **Section 1: Personal Details**
Provide your personal details and attach a recent passport size photograph.
- **Section 2: Membership Record**
Provide BEM IOW Registration, ACEM Affiliate member and other relevant details. The discipline for ACIOW shall follow BEM discipline registration.
- **Section 3: Training Details**
Provide details of ACEM Site Supervision courses and other relevant courses attended recently.
- **Section 4: Employment Detail**
Provide your current employment details.



- **Section 5: Summary of Work Experience**
Fill the table with relevant work experience in chronological order starting from your first employment and endorsement of PE/PEPC who are familiar with your work.
- **Section 6: Declaration by Applicant**
Read and sign the declaration by Applicant.
- **Section 7: Details of Proposer**
Provide details of the Proposer who can either be a PE or PEPC with knowledge of the Applicant's work experience and can vouch for the ability and suitability of the ACIOW applicant.
- **Section 8: Submission Checklist**
Checklist to confirm submission of required documents and payment details.

3.2 IOW Experience Report

The IOW Experience Report, of minimum 300 words, should refer to the details provided in Section 5: Summary of Work Experience of the ACIOW Application Form and provide more details of the task and responsibility of the Applicant during his tenure in a particular project.

The report should also cover problems faced on site and mitigation measures taken which would have improved the applicant's experience in supervision works. Photographs and supporting relevant evidence/documentation can be enclosed to highlight experience gained.

The Report can be prepared either in English or Bahasa Malaysia. The cover of the report shall be endorsed by PE or PEPC, preferably the Proposer in the Application Form.

3.3 Supporting Documents

3.3.1 *Certified true copy documents*

- Current BEM registration as IOW.
- ACEM Affiliate membership approval letter.

3.3.2 *Training requirements certificates*

- Copy of Certificate of Attendance/Achievement of General and Discipline Module of ACEM Site Supervision Courses.

3.4 Documents Completeness Review

The documents submitted i.e., ACIOW Application Form, IOW Experience Report and Supporting Documents shall be reviewed and checked for completeness. The Applicant shall be notified if any additional information is required or to resubmit his application for the assessment stage within two (2) weeks from the date of notification. Please note that the Application can be rejected if found not conforming to the training, experience, and membership/registration requirements.

Upon confirmation of document completeness submission, the Applicant shall be notified of time and date of the ACIOW Assessment which can be conducted either in person or online.

4.0 ASSESSMENT PROCESS

4.1 Pre-Assessment

The Applicant should prepare by familiarizing himself/herself with the information in submitted documents, i.e., ACIOW Application Form, IOW Experience Report and Supporting Documents. It would be prudent to review and understand the site supervision course materials. Knowledge of site safety measures and documentation and BEM Code of Conduct for IOW would be expected.



4.2 Assessment Interview

The Assessment Interview will be conducted by one or two ACEM members in the same discipline as the Applicant IOW on the date and time which has been agreed upon. The Interview shall be conducted either in English or Bahasa Malaysia, as indicated in the Application Form.

The allocated Interview time shall be 1–2 hours as follows:

- Introduction & confirmation of Applicant's identity.
- Description of Applicant's work and experience as IOW in chronological order.
- Interviewer's Questions on Experience, Training, Safety and Ethics or any other relevant subjects with reference to Documents submitted.
- Applicant's competence areas below shall be assessed:
 - Knowledge/understanding of related engineering aspect.
 - Practical engineering applications knowledge.
 - Communication and interpersonal skills.
 - Ethical and professional conduct.
- Conclusion/summary.

4.3 Written Essay Submission

The Applicant shall be required to submit one written essay of 300 words choosing from three questions based on the following:

- Code of Professional conduct
- Safety, Health and Environment (SHE) on site
- Temporary works on site
- QAQC testing works.

The Applicant shall choose one out of the three (3) questions given and submit the written essay within two weeks of the date of Assessment Interview. The marking for the written essay by the Interview shall be considered as part of the Interview results.

4.4 Post Assessment

Upon reviewing the written essay, the Interviewer shall forward the evaluation report to the ACEM Committee indicating whether the ACIOW application is successful or otherwise.

The applicant would be informed of the outcome of his/her ACIOW application after being endorsed by the ACEM Council. Unsuccessful candidates can reapply after 6 months from the last interview date. All applicants would be allowed to reapply three times only.

5.0 ACEM REGISTRATION

5.1 Certification

Successful Applicant shall receive ACEM Competent IOW certificate to acknowledge that the applicant has the site experience and passed the assessment. He/she shall be entitled to the suffix, *ACIOW*, after their names.

5.2 Publication

Brief details of ACIOW and his/her contact number shall be published on the ACEM website for reference of ACEM member firms.