



# REGISTRATION AND RENEWAL OF INSPECTOR OF WORKS

Panelist:

**Ir. K. Sundraraj**

BEM Board Member (2021-2022)

## Professional Qualifications

- Professional Engineer (Civil) with Practising Certificate
- ASEAN Chartered Professional Engineer
- President of Assoc. of Consulting Engineers of Malaysia
- Fellow of the Institution of Engineers Malaysia

## Subject Specialization

- Registration of Engineers Act & Regulations
- Route to Professional Engineer (P.E.)
- BEM Regulations & Procedures
- Safety in Construction Site
- MyCESMM (Malaysian Standard for Civil Engineering Standard Method of Measurement)

**Date: 27<sup>th</sup> October 2022**

**Time: 2.00 – 4.00 p.m.**

**Venue: TM Convention Center, KL**



# Outline of Presentation

Board Of Engineers Malaysia

Registration of IOW

Renewal of IOW & CPD Requirements

IOW Code of Conduct

## Synopsis

Since the revision to the REA 1967 in **2015**, the BEM registration and renewal of **Inspector of Works (IOW)** is compulsory. The presentation shall highlight the rules, regulations and guidelines of REA for **BEM registration and renewal** of Inspector of Works.

IOW are required to **renew registration** on-line every 3 years upon payment of RM30.00 and submission of 3 years CPD records of total 30 hours.

Reminder of the **BEM Code of Conduct** in REA and **BEM Circular 001**, of which the IOW ought to know and follow.

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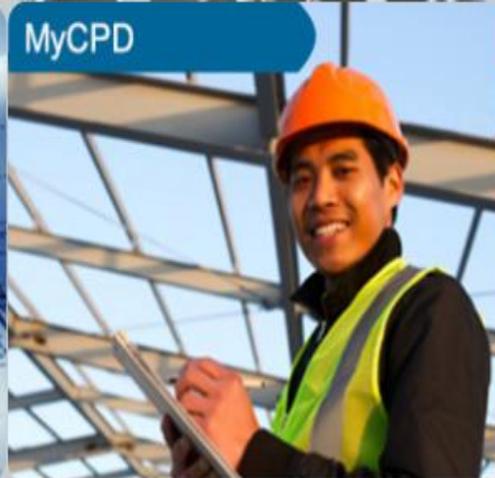
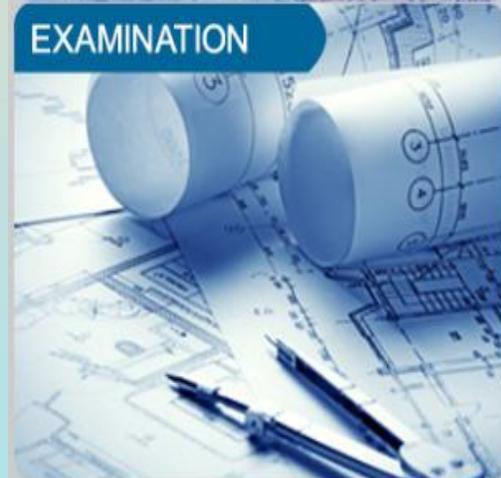
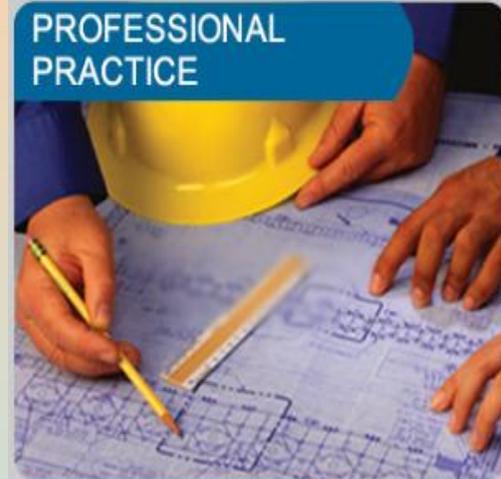
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# BEM Website



REGISTRATION AND RENEWAL OF IOW



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- HOME
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- PROFESSIONAL PRACTICE
- ACT & REGULATIONS
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- RESOURCE CENTRE
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- New Registration**
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  - Professional Engineer
  - Accredited Checker
  - Graduate Engineer
  - Engineering Technologist
  - Inspector of Works (IOW)**
  - Engineering Consultancy Practices
  - Body Corporate
  - Multi Disciplinary Practice
  - Partnership
  - Sole Proprietor
- Renewal**
  - Professional Engineer with Practising Certificate
  - Professional Engineer
  - Accredited Checker
  - Inspector of Works**
  - Engineering Consultancy Practices
  - Online System FAQ

- Removal from Registrar**
  - Current Year
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  - Professional Competency Examination
- Training & Education**
  - Continuing Professional Development (CPD)
  - Professional Development Programme (PDP)
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- BEM Register Directory**
  - Professional Engineer with Practising Certificate
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  - Partnership
  - Accredited Checker - Structural
  - Accredited Checker - Geotechnical
  - Engineering Technologist
  - Inspector of Works**
- e - Payment**
  - M2U & FPX
  - CIMB Clicks
  - RHBNOW
  - PBe
- Online Services**
  - MyBEM Online Registration System
  - E-Bulk Online Registration System
  - BEM Register Directory
  - BEM Online Services Statistics



bem.org.my/web/guest/services

ion of Engineers Act (Revised



REGISTRATION AND  
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## BEM Background

- BEM is a statutory body, formed in **23rd August 1972**, under the Registration of Engineers Act 1967 (REA).
  
- BEM **primary roles** as follows:
  - to facilitate the **registration** of registered person.;
  - to regulate the **professional conduct and practice** of registered person in order to **safeguard the safety and interest of the public**.
  
- The Registration of Engineers Act 1967 and the Registration of Engineers Regulations 1990 amended in 2015 with date of operation on **31st July 2015**.



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## Amendments to the REA

REA 1967	DETAILS
<b>1967*</b>	The draft bill passed by Parliament (Act No. 66 of 1967)
<b>1972</b>	The Act came into force(Act A132 )
<b>1973</b>	Minor Amendments
<b>1974</b>	Introduction of a “body corporate” with 100% shares & Board of Directors are PEs
<b>1987</b>	Introduction of “multi-disciplinary practice”, Citizenship requirements & temporary registration of foreign engineers
<b>2002</b>	Introduction of “Accredited Checkers”
<b>2007</b>	Introduction of “Disciplinary Committee”
<b>2015</b>	Introduction of “PE with PC, Eng. Technologist & IOW”. No Citizenship requirements Revision to registration of firms/companies.

# Amendments to the REA 1967 (Revised 2015)

## PART I - PRELIMINARY

### Section 2: Interpretation (New definitions)

**“Professional Engineer with a Practising Certificate”** means a person registered under section 10D;

**“Engineering Technologist”** means a person registered under section 10C;

**“Inspector of Works”** means a person registered under section 10E;

**“registered Person”** means a registered Engineer, Engineering Technologist or Inspector of Works;



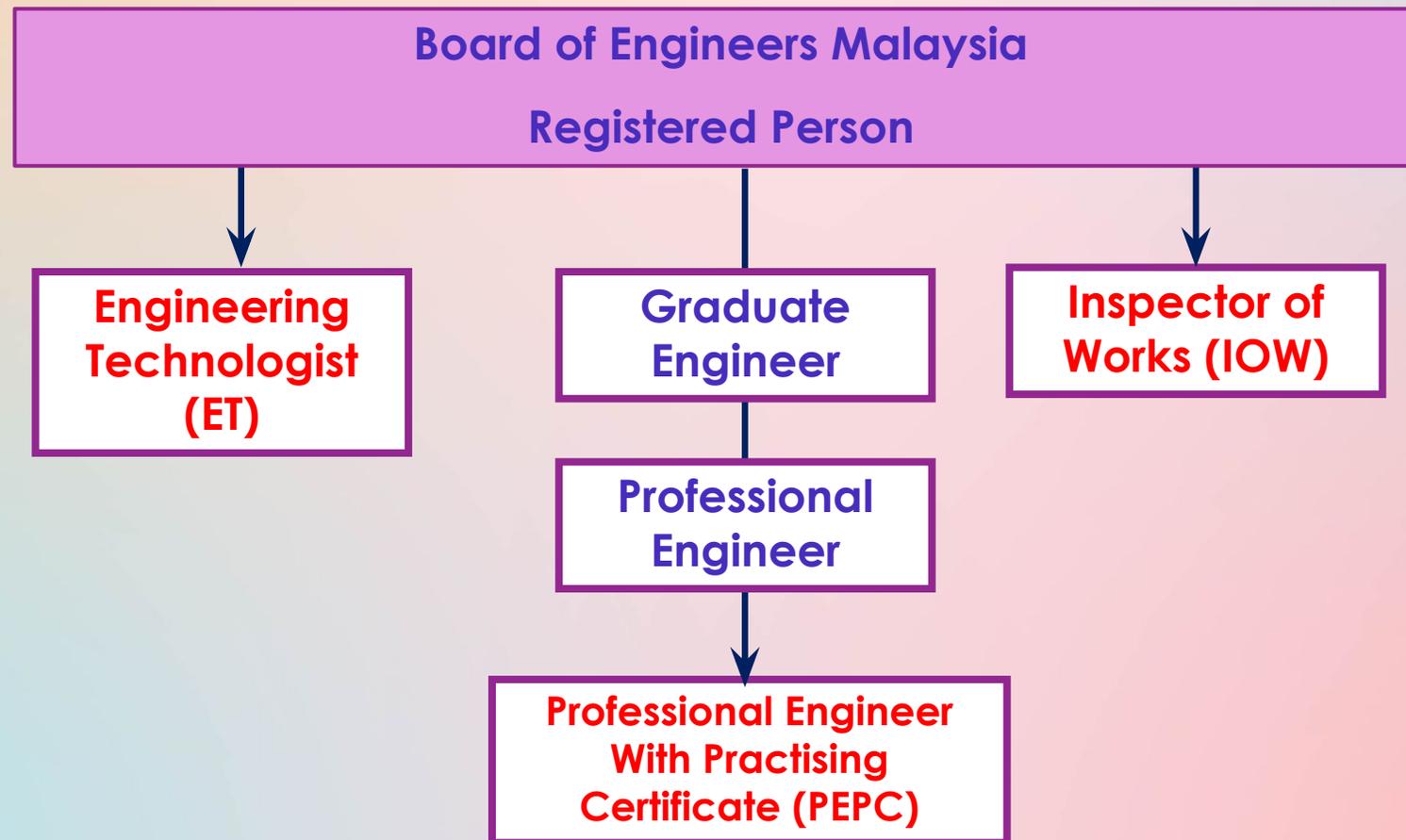
REGISTRATION AND  
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# Registered Person

Section 10 of REA amended to include new registration sections for Engineering Technologist, PEPC and IOW as below:





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# REGISTRATION OF INSPECTOR OF WORKS



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## IOW Role & Responsibility

### □ *What is the purpose of Supervision?*

To ensure that Construction works, with **zero defect, complied with Construction drawings and Specifications** are installed.

### □ In a conventional construction contract, parties involved :

- a) **Project owner/client**
- b) **Project Manager** appointed by the Client
- c) **Project Consultants** appointed by the Client
- d) **Contractors** appointed by the Client

### □ *What is the basic role of IOW?*

The basic role of an IOW is to **represent the Consultant to perform supervision** aimed to ensure works are carried out by the Contractors are in accordance with the Specs and Drawings.

## IOW Role & Responsibility

□ The duties normally assigned to IOW by an Engineer which may vary according to specific work scope but generally include the following:

- **Supervision** of construction/installation of works/equipment at site,
- Ensuring **works conform** with:
  - i. Specification,
  - ii. Latest construction drawings/Approved Shop Drawing,
  - iii. Codes of Practice,
  - iv. Regulations,
  - v. Local Authorities Requirement.
- **Progress monitoring and verification** of weekly/monthly reports submitted by Contractor,
- Ensuring works do not compromise **safety of public, traffic** and adjoining structures,
- Assist in **progress payment certification**,





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## IOW Role & Responsibility

- Essentially specified or implied from
  - (i) **Conditions of Contract;**
  - (ii) **Project Site Quality Plan.**
  
- **Site Supervisor's Duties at Works** cover the followings:-
  - (i) **Examination of Works** for quality and good engineering practice;
  - (ii) **Witnessing** Equipment or Material Testing;
  - (iii) **Monitoring** Environment, Safety and Health compliance;
  - (iv) **Monitoring** Works progress;
  - (v) **Measurement** of Works done;
  - (vi) **Record keeping;**
  - (vii) **Administration** of Site Office.
  - (viii) **Reporting.**



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## IOW Role & Responsibility

- The duties normally assigned to IOW as follows:
  - Attend **site progress meetings** and **safety meetings** on site,
  - Recording **daily weather conditions**,
  - **Witness tests** on site or labs and sign off results,
  - Checking **deliveries to site** and storage and protection of Plant, Materials and Equipment,
  - Notify any **non-compliance** for defective works on site,
  - Notify any **discrepancies** between drawings and site conditions,
  - Notify any **changes** required in design or drawings due to site conditions,
  - Assist in verifying of **practical completion of works**
  - Assist in verifying the accuracy of **As-Built drawings** submitted.

### Reference:

BEM "The Ingenieur" Volume 81 Jan.-Mar 2020



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## Registration of Engineers Act 1967 (Amendments 2015)

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).

- **Section 7(2)(ab)** “an Inspector of Works (IOW) 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) registered under **subsection 10(E)** of the REA 1967 (Revised 2015).
- The registration of IOW would be under the four (4) main engineering disciplines i.e. **Civil, Electrical, Mechanical and Chemical**.
- The ECP and/or PEPC under Section 7B(2) (d) liable to be charged under **Section 24** of the REA Act 1967 (Revised 2015) for employment of unregistered IOW(s) to carry out supervision of engineering works on site.
- A registered IOW shall conduct himself / herself honorably, responsibly, ethically and lawfully by following the **Code of Conduct** as determined by the Board.



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## Academic Qualification/ Equivalent

**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 (**before 31<sup>st</sup> Dec 2018**)

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

- Diploma in Engineering accredited by professional body who are signatory of **Dublin Accord** is acceptable.

### 3. CAAM / DCAM Aircraft Maintenance License

- **Type Category B (without type rating)** of Aircraft Maintenance Licence (AML)

### 4. Certificate of Competency as Marine Engineer

- Third, Fourth (Junior Marine Engineer) or "holder of **Fourth Class Certificate of Competency as Marine Engineer**"

## IOW 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.
- After the deadline, existing IOW with the stipulated IOW qualification i.e. Diploma or Degree, with relevant site experience, can register as **IOW**.
- Numerous **late applications** for registration of IOW were received after the deadline and rejected due to the qualification criteria set. We were unable to accept non-engineering qualification for consideration after the transition period.



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## IOW In Existing Practice

- However due to the numerous late applications from IOW in existing practice the Board on **19<sup>th</sup> May 2020**, decided to consider applications from existing IOW with relevant experience but **without the stipulated qualification**, to be registered as **Intern IOW** under **Special Cases for Late Application Condition**.

### Special case

1. Nationality : Malaysian
2. Has working experience as IOW **prior to 31.12.2018**.
3. Applied for registration AFTER dateline **31.12.2018**
4. The programme not accredited or listed by MQA.
5. Show cause letter to explain why apply after dateline 31.12.2018.

If above criteria are fulfilled, applicant to be registered as **“Intern IOW”**





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## New IOW not Existing Practice

- New IOW with **no supervision experience** registered as **Intern IOW** and work under the supervision of a registered IOW or Engineer/Eng. Technologist on site.
  
- To register as IOW, the Intern IOW has:
  - Complete **site experience**
    - Diploma holders – min. 2 years site supervision exp.
    - Degree holders – min. 1 year site supervision exp.
  - ~~to attend BEM's approved IOW courses,~~
  - complete with the registration application at the end of his internship period with **experience** verified/endorsed by PEPC.

### Statistics as at October 2022

5,620	Inspector of Works (IOW)
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### Statistics as at Feb 2021

7,239	Inspector of Works (IOW)
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# On-Line Registration/Renewal



REGISTRATION AND RENEWAL OF IOW

NEW registration as IOW/ET/GE [Sign Up](#)  
 Registered IOW/ET/GE/PE/PEPC? Click for [first-time login user guideline](#).



LEMBAGA JURUTERA  
MALAYSIA

Welcome to MyBEM Online

Login: IC Number (without -)

Password: Password

Remember me [Forget Password ?](#)  
[Request for Confirmation Email](#)

[Sign In](#)

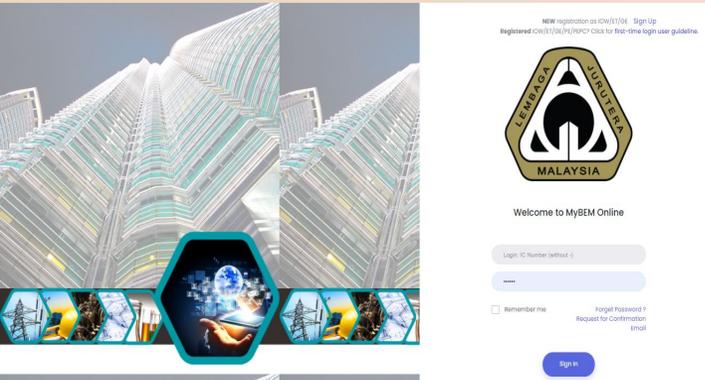
[Need Help ?](#)

For any assistance, please call BEM help desk @ [03-26912090](tel:03-26912090) or email to [mybem@bem.org.my](mailto:mybem@bem.org.my) or [download user guideline](#)

# On-Line Registration/Renewal

## Submission

MyBEM Online Reg. System  
[www.engineer.org.my](http://www.engineer.org.my)



- Copy of; **diploma scroll** full official **transcript**/equivalent qualification;
- **IC/ MyKad**
- **IOW work experience** in accordance to Qualification criteria

## Approval Stage

Approval within **1 – 4** months

BEM  
Application  
Committee

## Output

Download, print  
& save  
e-certificate



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Form (B1)

REGISTRATION OF ENGINEERS ACT 1967  
REGISTRATION OF ENGINEERS REGULATIONS 1990  
(REGULATION 19)

Certificate No. : 2019-010000-G110000A

BOARD OF ENGINEERS MALAYSIA

CERTIFICATE OF REGISTRATION OF GRADUATE ENGINEER

THIS IS TO CERTIFY THAT

Name : **ALI BIN BABA**  
Address : **11 JALAN INDAH 3/B  
68000 AMPANG  
SELANGOR MALAYSIA**

Identification Card No : **9000000000**      Nationality : **MALAYSIAN**

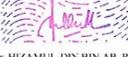
having complied with the requirements of Registration of Engineers Act 1967 is registered as a **GRADUATE ENGINEER** in the branch of engineering specified below -

Registration No :      Branch of Engineering :  
**G110000A**      **\*\*CIVIL\*\***

subject to the conditions stipulated below -

i) Approval Date : **15 August 2019**  
ii) Comply with Section 10(2) of the Registration of Engineers Act 1967 (Revised 2015) and the Registration of Engineers Regulations 1990 (Revised 2015)

   
(DATO' Ir. Dr. MEOR ABDUL AZIZ BIN HAJI OSMAN)  
President

  
(Ir. HIZAMUL-DIN BIN AB. RAHMAN)  
Registrar



## Sample Registration Applications

No	Name	Qualification	University	Year	Applied Branch	Accredited Body	Working Experience
1		Diploma in Electrical Engineering	Polytechnic Port Dickson 1995	1992-1995	Electrical	MQA 2013	<b>8 years</b> (2012 to date)

☐ Registered as **IOW in Electrical branch.**

No	Name	Qualification	University	Year	Applied Branch	Accredited Body	Working Experience
2		Sijil Pelajaran Malaysia (Vokasional)	Sek. Men. Vokasional J. Bharu, 1995	1994-1995	Mechanical	None	<b>9 years</b> (2011 to date)

- ☐ Applied for registration **AFTER** dateline **31.12.2018** i.e. no Saving Rights for existing IOW.
- ☐ Qualification i.e. Diploma or Degree, for registration after 2015, not achieved.
- ☐ The Board on **19.5.2020**, decided that applications from existing IOW with **relevant experience** but **without the stipulated qualification**, to be registered as **Intern IOW** under Special Cases for Late Application.
- ☐ Can apply to be registered as **IOW** after additional 2 years of site supervision experience.



## Sample Registration Applications

No	Name	Qualification	University	Year	Applied Branch	Accredited Body	Working Experience
3		B. Sc In Human Resource Development	Universiti Malaysia Sarawak, 2017	2014-2017	Electrical	MQA 2017	<b>5 months</b> (July 2020 to date)

- ❑ Qualification not related to engineering.
- ❑ No site experience before 2015 be considered under Special Cases for Late Application.
- ❑ Application **rejected** for Intern IOW/IOW.

No	Name	Qualification	University	Year	Applied Branch	Accredited Body	Working Experience
4		Certificate in Technology (Civil Engineering)	Kolej Tunku Abdul Rahman, 1988	1986-1988	Civil	None	<b>13 years</b> (1997 to date)

- ❑ Applied for registration **AFTER** dateline **31.12.2018** i.e. no Saving Rights for existing IOW.
- ❑ Qualification i.e. Diploma or Degree, for registration after 2015, not achieved.
- ❑ IOW with **relevant experience** but **without the stipulated qualification**, to be registered as **Intern IOW** under Special Cases for Late Application.



## Sample Registration Applications

No	Name	Qualification	University	Year	Applied Branch	Accredited Body	Working Experience
5		Diploma with Civil Engineering with Education	Kolej Universiti Technology Tun Hussein Onn, 2002	1999-2002	Civil	None	<b>18 years</b> (2002 to date)

- Applied for registration **AFTER** dateline **31.12.2018** i.e. no Saving Rights for existing IOW
- Qualification related to engineering but not accredited.
- IOW with **relevant experience** but **without the stipulated qualification**, to be registered as **Intern IOW** under Special Cases for Late Application.

No	Name	Qualification	University	Year	Applied Branch	Accredited Body	Working Experience
6		Diploma in Architecture	Institut Bina Usahawan, 2002	2000-2002	Civil	None	<b>15 years</b> (2005 to date)

- Applied for registration **AFTER** dateline **31.12.2018** i.e. no Saving Rights for existing IOW.
- Qualification i.e. Diploma or Degree, for registration after 2015, not related to engineering.
- Registered as **Intern IOW** under Special Cases for Late Application.

## IOW In Existing Practice

### Registration Reminder

- **IOW in Existing Practice** with relevant experience **PLEASE REGISTER** under **Special Cases for Late Application** w.e.f. **19<sup>th</sup> May 2020**:

#### Special case

1. Nationality : Malaysian
2. Has working experience as IOW **prior to 31.12.2018**.
3. Applied for registration AFTER dateline 31.12.2018
4. The programme not accredited or listed by MQA.
5. Show cause letter to explain why apply after dateline 31.12.2018.

If above criteria are fulfilled, applicant to be registered as **“Intern IOW”**



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REGISTRATION AND  
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# RENEWAL OF INSPECTOR OF WORKS & CPD REQUIREMENTS

## BEM Requirements

- A Certificate of Registration expire on the **31 December** of the **third year**.
- IOW to renew registration **every 3 years** upon payment of RM30.00 and shall renew on-line with **CPD records for 3 years**.
- The Board may refuse to renew the registration of an Inspector of Works if failure 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.
- The BEM in performing its functions under **Section 4(1)(ec) of REA 1967** (Revised 2015) has caused a mandatory **Continuing Professional Development (CPD)** Programme to be undertaken by registered Inspectors of Works.



## CPD Requirements

- BEM Circular No. 002 describes the fulfillment of **CPD Programme** for purpose of issuance of the triennial (once every three years) Certificate of Registration to registered Inspectors of Works.

### □ The Main Objectives of CPD

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



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# CPD Requirements

## □ Rationale of CPD

- **Systematic maintenance**, improvement and broadening of engineering and technical knowledge and skills such as to enable continuing competent performance of engineering and related professional and technical responsibilities;
- Avenues for **development of personal qualities** for execution of professional and technical duties throughout the IOW's working life

## □ CPD Programme

- The cumulative CPD Activities over a calendar year which contribute towards the Continuing Professional Development of an IOW. The annual CPD Programme would be reflected by the CPD Hours collected by the IOW (Registered Persons)

## □ CPD Activities

- They are **activities, engineering or otherwise**, not within the job scope of IOW while being employed or professionally engaged, such that these activities directly contribute to the competence of the said IOW





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## CPD Requirements

In administrating the CPD requirements of **Circular No. 002**, the policy adopted by BEM for Registered IOW is as follows:

- a) The CPD requirements shall apply to **all IOW**.
- b) The **triennial** CPD Hours required to be obtained by a IOW shall be **30 CPD Hours**; or any other quantity as may be prescribed by the BEM from time to time.
- c) An IOW may apply to BEM for an **exemption** of the CPD requirement the approval of which shall be at the discretion of the BEM.
- d) BEM shall administer a **CPD Audit system** whereby up to **5%** of the IOW CPD submission shall be audited randomly each year.

IOW

**Renewal 30 CPD hours for every three (3) years**



# CPD Requirements

## Continuing Professional Development (CPD)

- There are **5 types of CPD activities** as defined as follows:

CPD ACTIVITIES	DEFINITIONS
<b>1. Formal education and training</b>	<i>Engineering or related studies leading to the award of a certificate, diploma, degree or higher degree with a <u>formal assessment</u> process and recognized by BEM or Malaysian Qualifications Agency (MQA).</i>
<b>2a. Informal learning - On job training</b>	<i>Engineering or related understudy and learning from a subject matter expert or equivalent, so as to be able to perform new engineering task.</i>
<b>2b. Informal learning - Private study</b>	<i>Self-study of engineering or related reading materials with the aim of increasing knowledge, capability and competency.</i>
<b>3. Conference and technical training</b>	<i>The attendance and participation of a Registered PEPC, PE or IOW in engineering conferences, seminars, workshop, forums and similar technical gatherings and trainings which provide the environment to gain insight and knowledge as well as be abreast with engineering development.</i>



# CPD Requirements

## Continuing Professional Development (CPD)

- There are **5 types of CPD activities** as defined as follows:

CPD ACTIVITIES	DEFINITIONS
4. <b>Presentation or Publication of papers</b>	<p><i>Presentation of research based or case study papers in engineering or related areas in a conference, seminar or similar activities.</i></p> <p><i>Publication of research based or case study papers in engineering or related areas in refereed journal.</i></p>
5. <b>Engineering service activities</b>	<p><i>Engineering or related activities performed in the course of contributing to and promoting the engineering profession such as giving talks, serving on committees, participating in engineering programme accreditation, becoming a mentor to graduate engineers or intern inspectors of works, and serving as an industry adviser to an institution of learning.</i></p>



# CPD Record Sheets

CONTINUING PROFESSIONAL DEVELOPMENT RECORD SHEET No. 1					
Ref.	Date	CPC Activity/topic/provider	Time (hours)		Allowed Weighted CPD Hours
			Actual	Weight	
<b>1. Formal education and training (time weighted factors = 2.0)</b>					
1.1	2020	Master in Engineering- Construction Management	20	2.0	40
Total Weighted Hours =					40
Total Allowable Weighted Hours (No Limit)					40

- **Formal Education** of Engineering studies and training i.e. full-time/part-time/long distance leading to the award of certificate/degree/higher degree such as Postgraduate Diploma, Masters & PhD degree, Professional/Competency certification.
- A **formal assessment process** such as tests, examinations or thesis submission in the end of education/training programme.
- **Diploma/Masters/PhD Programme**- Time claimed can be actual lecture hours or research time undertaken,
- Long distance education.
- Short courses



# CPD Record Sheets



## CONTINUING PROFESSIONAL DEVELOPMENT RECORD SHEET No. 1

Ref.	Date	CPC Activity/topic/provider	Time (hours)		
			Actual	Weight	Allowed Weighted CPD Hours
<b>2a. Informal Learning Activities – On job Learning (time weighted factors = 1.0)</b>					
<b>2a.1</b>	<b>2020</b>	<b>Product Briefing on BiMs</b>	<b>4</b>	<b>1.0</b>	<b>4</b>
Total Weighted Hours =					<b>4</b>
Total Allowable Weighted Hours (Maximum 10 hours per 3 years)=					<b>4</b>

□ **Informal learning Activities** On-job learning workplace requirements e.g. ACAD training, Product briefing.

# CPD Record Sheets



CONTINUING PROFESSIONAL DEVELOPMENT RECORD SHEET No. 1					
Ref.	Date	CPC Activity/topic/provider	Time (hours)		Allowed Weighted CPD Hours
			Actual	Weight	
<b>2b. Informal Learning Activities – Private Study (time weighted factors = 0.5)</b>					
<b>2b.1</b>	<b>2020</b>	<b>Read BEM Bulletin &amp; IEM Journal</b>	<b>6</b>	<b>0.5</b>	<b>3</b>
Total Weighted Hours =					<b>3</b>
Total Allowable Weighted Hours (Maximum 5 hours per 3 years)					<b>3</b>

- Private study- Reading Technical Books, Journal, Papers.
- On-line Technical websites.



# CPD Record Sheets

## CONTINUING PROFESSIONAL DEVELOPMENT RECORD SHEET No. 2

Ref.	Date	CPC Activity/topic/provider	Time (hours)		
			Actual	Weight	Allowed Weighted CPD Hours
<b>3. Conferences and Meetings (time weighted factors = 1.0)</b>					
3.1	08.01.20	ACEM Site Supervision Course	6	1	6
3.2	06.02.20	Talk on "Lightning & Surge Protection" for Railway System	6	1	6
3.3	15.03.20	2020 BEM "Safety" Roadshow	4	1	4
3.4	12.03.20	Discussion with IWK regarding project approval	3	1	X
3.5	27.06.20	Cadangan meroboh bangunan asrama sedia ada	3	1	X
Total weighted hours =					10
Total Allowable Weighted Hours (No limit) =					16

- ❑ Attending seminars, conferences, symposiums, meetings and talks on engineering, management, corporate governance, law to enhance the competence of IOW,
- ❑ Inspection and Technical visits NOT as a normal course of duty as Consultant,
- ❑ Attending cross boundary discipline e.g. Civil IOW attending Mechanical IOW courses.

# CPD Record Sheets



## CONTINUING PROFESSIONAL DEVELOPMENT RECORD SHEET No. 2

Ref.	Date	CPC Activity/topic/provider	Time (hours)		Allowed Weighted CPD Hours
			Actual	Weight	
<b>4. Presentation of papers (time weighted factors = 10.0)</b>					
4.1	2020	<b>Talk on site supervision for COWAM training</b>	<b>4</b>	<b>10</b>	<b>40</b>
Total Weighted Hours =					<b>40</b>
Total Allowable Weighted Hours (Maximum 20 hours per 3 years)					<b>15</b>

- **Presentation or publication of papers** for courses, conferences, seminars and symposiums,
- Presentation on industry experience to students at universities, colleges, school community,
- Same paper but recycles (e.g. include new updates) for other forums –CPD hours can be claimed.



# CPD Record Sheets

CONTINUING PROFESSIONAL DEVELOPMENT RECORD SHEET No. 2						
Ref.	Date	CPC Activity/topic/provider	Time (hours)		Allowed Weighted CPD Hours	
			Actual	Weight		
<b>5. Engineering service activities (time weighted factors = 1.0)</b>						
5.1	01.12.20	<b>BEM T&amp;E CPD meeting</b>	4	1	4	
					Total Weighted Hours =	4
					Total Allowable Weighted Hours (Maximum 2015 hours per 3 years)	4



- Member of Engineering Programmes accreditation panel
- Review of technical papers prior to publication
- Serving BEM, IEM, ACEM Committees, other professional institutions, national committees, technical societies.
- Preparation of draft, papers, minutes of meeting related to engineering and national interest,
- Examiner for Professional Assessment Exams/Professional Interview
- Mentoring IOW Intern (voluntary),
- Organizing national conference (voluntary).
- Organizing field trips (voluntary)



## CPD Requirements

Type of CPD Activity	Time Weighted Factor	IOW <i>Max CPD Hours</i>
<b>1. Formal Education</b>	2	No Limit
<b>2a. On Job Learning</b>	1	Maximum 10
<b>2b. Private Study</b>	<b>0.5</b>	Maximum <b>5</b>
<b>3. Conference and Technical Training</b>	<b>1</b>	<b>No Limit</b>
<b>4. Presentation or Publication of Papers</b> <i>Note: 1 paper/presentation = 1 Hour</i>	10	Maximum 20
<b>5. Engineering Service Activities</b>	1	Maximum 15
		<b><i>Triennially</i></b>



# CPD submission online



Hey, Ir. SUNDRARAJ A/L A KRISHNASAMY! Welcome back!

Support Center Welcome, Ir.

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### INFORMATION DETAILS

### REGISTERED PERSON

- Graduate Engineer
- Professional Engineer (P111857)  
Approved on 19 March 2004  
Download Certificate  
Expires on 31 December 2015
- Professional Engineer with Practising Certificate (C111857)  
Approved on 13 October 2015  
Download Certificate  
Expires on 31 December 2022  
Total CPD Hour: 343
- Accredited Checker (Not registered yet)
- ASEAN Chartered Professional Engineer (ACPE-00625/MY)

Upcoming Events 0

Home

Applications

Pending Individual Renewals

Trainings (User)

**CPD Records**

Pre-Approved CPD Activities



# CPD submission online



Home

Applications

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Trainings (User)

CPD Records

Pre-Approved CPD Activities

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## Continuing Professional Development (CPD) Record

- CPD Records - My CPD Records

Summary of My CPD Records

Show  entries

[+ Register New CPD](#)

#	CPD Year	Registration Type	Discipline	CPD Hour (Actual   Target)	Status	Action
1	2022	Professional Engineer with Practising Certificate	CIVIL	> <a href="#">Click to Show</a>	Open	Action <span style="font-size: 0.8em;">v</span>
2	2021	Professional Engineer with Practising Certificate	CIVIL	> 217   0	Completed	Action <span style="font-size: 0.8em;">v</span>
3	2020	Professional Engineer with Practising Certificate	CIVIL	> 61   50	Completed	Action <span style="font-size: 0.8em;">v</span>
4	2019	Professional Engineer with Practising Certificate	CIVIL	> 114   50	Completed	Action <span style="font-size: 0.8em;">v</span>
5	2018	Professional Engineer with Practising Certificate	CIVIL	> 104   50	Completed	Action <span style="font-size: 0.8em;">v</span>

- Update CPD Record
- Submit Record



# CPD submission online



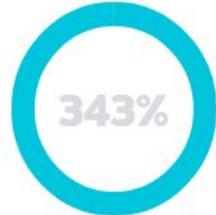


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### Continuing Professional Development (CPD) Record

Home - CPD Record 2022 - Create

← Back   Submit   ⋮

<b>Registration No</b> C111857 Professional Engineer with Practising Certificate	<b>CPD Hour 2022</b> <b>65.5</b> Target: 50.0	<b>Renewal Gap Analysis Chart</b> Check out CPD hour gap for renewal  <b>343%</b> Your CPD Hour Is <b>sufficient</b> for 2023 Renewal
<b>Name</b> Ir. SUNDRARAJ A/L A KRISHNASAMY	<b>Cumulative CPD Hour</b> <b>343.0</b> Target: 100.0	
<b>Year</b> 2022	<b>Cycle Rolling Years:</b> 2020   2021   2022 	

Applications

Pending Individual Renewals

Trainings (User)

CPD Records

Pre-Approved CPD Activities



# CPD submission online



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← Back
↑ Submit
⋮

CPD ACTIVITY	START	END	ORGANISER/PROVIDER	CONTACT HOUR	TIME WEIGHTED FACTOR	CPD HOUR(S)	ACTION
1. FORMAL EDUCATION (time weighted factor = 2)							+ ?
<i>No record</i>							
						Total Allowable CPD Hours (No Limit)	0
2A. ON JOB LEARNING (time weighted factor = 1)							+ ?
<i>No record</i>							
						Total Allowable CPD Hours (Maximum 20 per year)	0
2B. PRIVATE STUDY (time weighted factor = 0.5)							+ ?
Read BEM, ACEM & IEM Magazines and Journals	1/1/2022	31/12/2022 12:00:00 PM	BEM, ACEM & IEM	20.00	10	10	Action ▾
						Total Allowable CPD Hours (Maximum 10 per year)	10
3. CONFERENCE AND TECHNICAL TRAINING (time weighted factor = 1)							+ ?
Attending IEM AGM	16/4/2022 9:00:00 AM	16/4/2022 1:00:00 PM	IEM	4.00	4	4	Action ▾



# CPD submission online

✓ Your changes have been successfully saved. ✕

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← Back Submit ⋮

3. CONFERENCE AND TECHNICAL TRAINING (time weighted factor = 1)							<span>+</span>	<span>?</span>
Attending IEM AGM	16/4/2022 9:00:00 AM	16/4/2022 1:00:00 PM	IEM	400	4	4	<span>Action</span> <span>⌵</span>	
Attending Promotion of Best Practices of Regulations and Guidelines on Safety and Health of OSHCIM and BEM webinar	18/4/2022 10:00:00 AM	18/4/2022 1:00:00 PM	BEM	200	2	2	<span>Action</span> <span>⌵</span>	
Attending Global Engineering Accreditation and Recognition for IPEA & APEC Engineer Register Webinar	20/4/2022 1:00:00 PM	20/4/2022 2:00:00 PM	IEM	100	1	1	<span>Action</span> <span>⌵</span>	
Attending Gemas-Johor Bahru Electrified Double Track Railway Project webinar	21/4/2022 10:00:00 AM	21/4/2022 12:00:00 PM	ACEM	200	2	2	<span>Action</span> <span>⌵</span>	
Attending BEM CCC Online Submission System	10/5/2022 10:30:00 AM	10/5/2022 12:30:00 PM	BEM	200	2	2	<span>Action</span> <span>⌵</span>	
Attending Roles & Function of BEM	7/6/2022 10:30:00 AM	7/6/2022 12:30:00 PM	BEM	200	2	2	<span>Action</span> <span>⌵</span>	
Attending ACEM Annual General meeting	18/6/2022 10:00:00 AM	18/6/2022 11:00:00 AM	ACEM	100	1	1	<span>Action</span> <span>⌵</span>	
<b>Total Allowable CPD Hours (No Limit)</b>						<b>14</b>		

## CPD Hours Audit Sample

### □ Objectives of the Audit

Item 20 i) of BEM Circular No. 002 on CPD Requirement provides:  
“The BEM will administer a CPD audit system whereby **up to 5%** of IOW are randomly audited each year.”

The **main objectives** of the audit are to:

- 1) To identify the **level of accuracy** of the CPD hour declaration by registered persons,
- 2) To identify if appropriate **supporting documents** are submitted in the declaration,
- 3) To identify items that requires submission of **documented proof**,
- 4) To identify persons to be called for **interview session** to seek further clarification,
- 5) To propose **disciplinary action** on those who have made improper declaration,
- 6) To **identify problems** and issues to CPD declaration system and propose strategies and actions plan for improvement in the computerized system.

### □ Audit Mechanism

Samples were **selected randomly** by the secretariat. Each BEM **CPD Auditor** appointed was assigned with samples to be audited using a standard summary report form. Each summary report was reviewed by **Lead Auditor** as second reviewer.





## Some Observations on Submission (2019 Audit)

### □ Some Observations on the CPD submissions (2019 Audit)

#### 1. Insufficient details/information provided:

- a) **Category 1** – No complete details such as proof of enrolment/attendance of Post Graduate program,
- b) **Category 2a** – No details on attendance, no dates, trainer's detail etc.
- c) **Category 2b** – No title of the books, magazine, journal of private/self-study
- d) **Category 3** – No title/details of talks nor certificate of attendance
- e) **Category 4** – No details of lecture/paper presentations,
- f) **Category 5** – No details such as proof of attendance or programs.

#### 2. Declare in Wrong Category:

- a) Attending courses and submit under **Category 1** (Formal Education)

#### 3. Declaring Job Responsibility as CPD Activities

- a) Project and site meetings declared as technical meeting under **Category 3**
- b) Site Inspections declared as technical training under **Category 2a or 3**.

#### 4. No Claims Under Category 2b

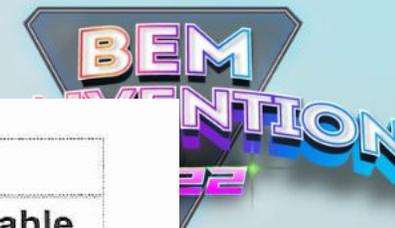
- a) CPD claims not declared for private/self study under **Category 2b**.

#### Reference:

CPD Audit for Year 2019 Preliminary Report by WG CPD Audit/Mohd Khir Muhd (Rev.00/Nov2020)



# CPD Hours Audit Sample



Ref.	Date	CPD Activity/Topic/Provider	Time (hours)		
			Actual	Weight Factor	Allowable Weighted CPD Hours
<b>2b. Informal Learning - Private Study (Time Weighted Factor = 0.50)</b>					
Bem Publication	31 Dec 2017 - 31 Dec 2017	Reading BEM Engineering Magazine and online articles.	10.00	0.5	5.00
Total Weighted Hours					5.00
Total Allowable Weighted CPD Hours (Maximum 5.00 hours for 3 years)					5.00
<b>3. Conference and Technical Meeting (Time Weighted Factor = 1.00)</b>					
MBF Constructions	12 Aug 2017 - 12 Aug 2017	Safety management course	6.00	1.0	6.00
Total Weighted Hours					6.00
Total Allowable Weighted CPD Hours (No limit)					6.00





# CPD Hours Audit Sample

Ref.	Date	CPD Activity/Topic/Provider	Time (hours)		
			Actual	Weight Factor	Allowable Weighted CPD Hours
<b>3. Conference and Technical Meeting (Time Weighted Factor = 1.00)</b>					
architect planners sdn bhd	14 Aug 2017 - 14 Aug 2017	Site Meeting	2.50	2.50	2.50
architect planners sdn bhd	21 Aug 2017 - 21 Aug 2017	Site Meeting	2.50	2.50	2.50
planners sdn bhd	28 Aug 2017 - 28 Aug 2017	Site Meeting	2.50	2.50	2.50
planner sdn bhd	11 Sep 2017 - 11 Sep 2017	Site Meeting	2.50	2.50	2.50
<b>Total Weighted Hours</b>					<b>0.00</b>
<b>Total Allowable Weighted CPD Hours (No limit)</b>					<b>2.50</b>





REGISTRATION AND  
 RENEWAL OF IOW

# CPD Hours Reminders

## □ Type 2b. Informal Learning Activities – Private Study

- Allowable CPD **maximum 5 hours per 3 years** for reading Engineering magazine/articles.

□					
<b>2b. Informal Learning Activities – Private Study (time weighted factors = 0.5)</b>					
<b>2b</b>	<b>2019</b>	<b>Read IEM Journal &amp; magazine</b>	<b>4</b>	<b>0.5</b>	<b>2</b>
Total Weighted Hours =					<b>2</b>
<b>Total Allowable Weighted Hours (Maximum 5 hours per 3 years)</b>					<b>5</b>

## □ Type 3. Conference and technical meeting Activities

- **Work related activities** not claimable as CPD Hours e.g. site and progress meetings.
- Attend **webinars** by BEM, ACEM, COWAM & IEM.
- **No limit** to allowable CPD hours.



## CPD Hours Reminders

- Reminder of Types of CPD activities

CPD ACTIVITIES	DEFINITIONS	MAX CPD HOURS per 3 YEARS
2a. Informal learning - On job training	<b>Engineering understudy and learning</b> from a subject matter expert or equivalent, so as to able to perform a new engineering task.	<b>10 Hours</b>
2b. Informal learning - Private study	<b>Self-study</b> through accessing engineering-related <b>reading materials</b> whether hard copy or online with the aim of increasing knowledge, capacity and competency.	<b>5 Hours</b>
3. <b>Conference and technical meeting</b>	Attendance/participation in <b>engineering conference, seminars, forums</b> which provide environment to gain knowledge and be abreast with engineering development.	<b>No Limit</b>

## BEM Circular No. 002 on Renewal

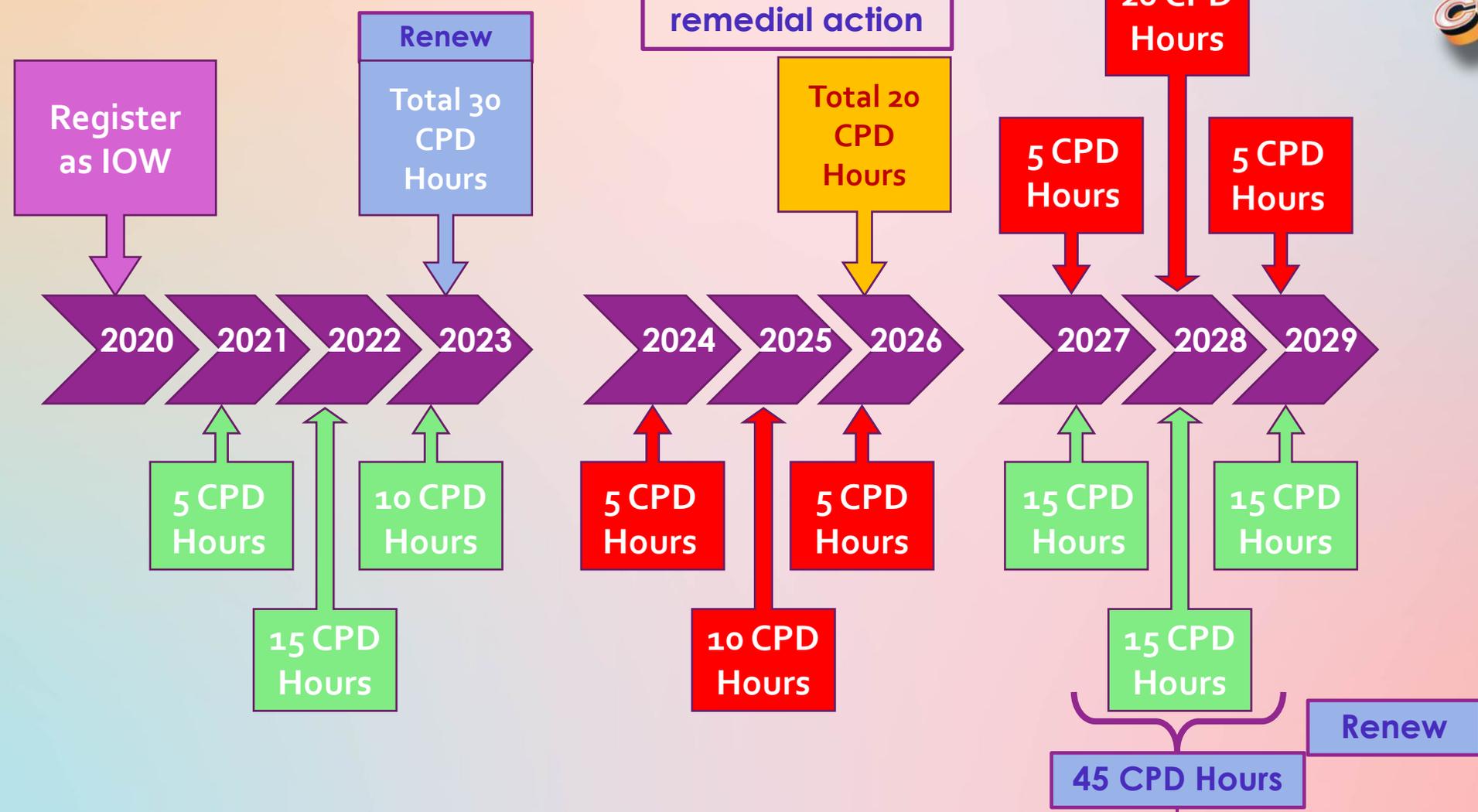
- At the sole discretion of the BEM, a Registered IOW who in his/her application for **renewal** of the **triennial Certificate of Registration**, has failed to submit to the BEM a CPD Programme with required minimum quantum of **30 CPD Hours**, may be allowed to continue to be registered subject to strict **remedial actions** as follows:
  - a. His/her having already obtained at least **15 CPD Hours** at the point of making the application;
  - b. Having obtained at least **15 CPD Hours** in the first year of being allowed to continue to be registered
  - c. Having obtained a minimum of **45 CPD Hours** (inclusive of the 15 CPD Hours mentioned in item b. above) when the next application of renewal of registration is submitted to the BEM failing of which may cause the refusal by the BEM of the said registration renewal.





REGISTRATION AND RENEWAL OF IOW

### 3 Years CPD Renewal





REGISTRATION AND  
RENEWAL OF IOW

# BEM ANSWERS TO FREQUENTLY ASKED QUESTIONS (FAQ)

## BEM FAQ

**FAQ 1** : Can Registered Persons (IOW) with civil engineering background who attend M&E conferences be allowed to claim CPD Hours?

**BEM** : Yes, there are a lot of cross boundary multi-skill and competency requirement in a Registered Person's job function. Registered Persons who have civil engineering background would better understand and thus able to perform their functions in designs or operations which involve an inter-phase of disciplines as in the case of electrical pumping systems in a sewage treatment plant project.



REGISTRATION AND  
RENEWAL OF IOW

## BEM FAQ

FAQ 2 : Besides filling up the Summary of CPD Record, do we need to substantiate it with any other documents? Perhaps receipts or certificates of attendance? Is it sufficient to only submit the Summary of CPD Record sheet upon yearly renewal?

**BEM : When filling up Summary of CPD Record form, it is prudent to be able to have some form of documentation bearing in mind that your CPD submission may be audited by BEM at any time. BEM can ask for documents to substantiate your claim.**



REGISTRATION AND  
RENEWAL OF IOW



REGISTRATION AND  
RENEWAL OF IOW

# CODE OF CONDUCT



# BEM Regulation/Circular No. 001 Code of Conduct

LAWS OF MALAYSIA - P.U.(A) 128

## PART IV

### CODE OF CONDUCT

[P.U. (A) 173./2015]

23.	Every registered Person shall conduct himself honourably, responsibly, ethically and lawfully.	Conduct of registered Person. [P.U. (A) 173./2015]
24.	A registered Person shall –	Responsibility to employer, client or profession. [P.U. (A) 173./2015]
	(a) discharge his professional duties with due skill, care, diligence and good faith;	[P.U. (A) 173./2015]
	(b) at all times hold paramount the safety, health and interest of the public; and	[P.U. (A) 173./2015]
	(c) take reasonable steps to reduce foreseeable adverse effects of professional engineering services on the environment.	[P.U. (A) 173./2015]
25.	A registered Person shall discharged his duties to his employer or client, as the case may be, with complete fidelity.	Discharge of duties with fidelity. [P.U. (A) 173./2015]
26.	A registered Person shall not maliciously injure or attempt to maliciously injure whether directly or indirectly, the professional reputation, prospects or business of another registered Person.	Reputation etc. of a registered Person not to be injured. [P.U. (A) 173./2015]

Rev. No.: 1  
 Date: 27.10.2016



**BOARD OF ENGINEERS MALAYSIA**

**CIRCULAR NO. 001**

**CODE OF CONDUCT  
 OF REGISTERED PERSON**

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

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

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



## Circular No. 001 Code of Conduct

- A registered IOW shall conduct himself / herself honorably, responsibly, ethically and lawfully by following the **Code of Conduct** as determined by the Board as per para 4(1)(f) of the REA1967 (Refer BEM Circular No. **001**)

<b>1.1</b>	<b>Registered IOW not to falsify qualification, etc.</b>
<b>1.1.1</b>	A registered <b>IOW shall not falsify his qualifications.</b>
<b>1.1.2</b>	A registered <b>IOW</b> shall respond, within reasonable time to <b>communication from the Board.</b>
<b>1.1.3</b>	A registered <b>IOW</b> shall undertake assignments only if he is <b>qualified.</b>
<b>1.1.4</b>	A registered <b>IOW</b> shall be <b>objective and truthful</b> in making reports, statements and testimonies.
<b>1.1.5</b>	A registered <b>IOW</b> shall not <b>express publicly technical opinions</b> that are not founded upon his competence and knowledge.
<b>1.1.6</b>	A registered <b>IOW</b> shall <b>not issue any statement</b> , criticism or argument on technical matters, inspired/paid for by interested parties.
<b>1.1.7</b>	A registered <b>IOW</b> shall notify the Board in writing within <b>three (3) months</b> – i) if he is <b>convicted of an offence</b> involving false certification, fraud or dishonesty ii) if he becomes a <b>bankrupt.</b>



## Circular No. 001 Code of Conduct

1.2	Registered IOW to certify work only if he has witnessed or inspected such work, etc.
1.2.1	A registered <b>IOW</b> shall <b>keep proper records</b> of his inspection/witnessing activities.
1.2.2	A registered <b>IOW</b> shall <b>check or verify with due diligence</b> the accuracy of facts and data before signing.
1.2.3	A registered <b>IOW</b> shall <b>bring to the attention</b> of the Engineer whether work or materials used are <b>not in compliance</b> with specification, drawings and condition of contract.
1.2.4	A registered <b>IOW</b> shall <b>not issue instructions</b> to the Contractor.
1.2.5	A registered <b>IOW</b> shall <b>not reveal facts, data or information</b> without the prior consent of Engineer/Employer.
1.2.6	A registered <b>IOW having knowledge</b> of any <b>violation of this Code of Conduct</b> or any law or regulation shall report to the Engineer/Employer/Authorities.



## Circular No. 001 Code of Conduct

<b>1.3</b>	<b>Registered IOW not to accept benefit from more than one party, etc.</b>
<b>1.3.1</b>	A registered <b>IOW</b> shall <b>not accept any benefit</b> or compensation, financial or otherwise.
<b>1.3.2</b>	A registered <b>IOW</b> shall <b>disclose</b> all known or potential <b>conflicts of interest</b> .
<b>1.3.3</b>	A registered <b>IOW</b> shall <b>not solicit or accept any consideration, financial or otherwise</b> from outside agents.
<b>1.3.4</b>	A registered <b>IOW</b> shall <b>not abuse the facilities</b> available on site or seek payment for overtime or such services except where such services have been rendered by him.
<b>1.3.5</b>	A registered <b>IOW</b> shall <b>not refer trades</b> or other specialists input or solicit, receive or accept <b>referral fees</b> or commissions from such referral for any project that he is engaged in as an Inspector of Works.



# THANK YOU



Committed to Engineering Excellence

**BOARD OF ENGINEERS MALAYSIA**

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REGISTRATION AND  
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