

Application for Registration as an Inspector of Works

INTRODUCTION

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

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

REQUIREMENTS

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

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

1. Engineering Diploma awarded by Malaysia:

- Minimum Diploma in Engineering in the field of Civil or Electrical or Mechanical Engineering accredited by Malaysian Qualification Agency (MQA) or equivalent recognised by BEM.

The latest List of Accredited Diploma in Engineering is available in at <http://www.mqa.gov.my/MQR/>

Search method:

- *Key in "Engineering" in the field Name of Qualification.*
- *Select "Diploma" as Type of Qualification.*
- *Click Search*

2. Engineering Diploma awarded by Other Country:

- Diploma in Engineering accredited by professional body who is a signatory of [Dublin Accord \(DA\)](#).

Special Application Form for Existing Inspector of Works:

- Click to download [Special Application Form for Existing Inspector of Works](#).

DUBLIN ACCORD

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

SPECIAL APPLICATION FORM FOR EXISTING INSPECTOR OF WORKS

Existing Inspector of Works may register with the Board by completing BEM Declaration Form. The BEM Declaration Form need to be endorsed by a Professional Engineer (PE) of the Engineering Consultancy Practices or the employer.

Click to download [Special Application Form for Existing Inspector of Works.](#)

PROCEDURE FOR REGISTRATION (NEW APPLICATION)

Requirements	Malaysian	Non-Malaysian
1. Application Method	Application shall be made manually using Form A3 .	Application shall be made manually using Form A3
2. <u>Supporting Documents</u>	Applicant must submit the following supporting documents and all the documents must be certified by a Professional Engineer recognised by BEM.	
	<ul style="list-style-type: none"> • Diploma scroll and official transcripts). • Degree scroll and official transcripts (if any) • Identification Card 	<ul style="list-style-type: none"> • Diploma scroll and official transcripts. • Degree scroll and official transcripts (if any) • Identification Card • Permanent Resident and/or Passport
3. Payment	Accompanied with a non-refundable <u>processing fee</u> for the amount of RM50.00 and a <u>registration fee</u> for the amount of RM50.00 payable to the Board of Engineers Malaysia via the following payment mode:	
	<ul style="list-style-type: none"> • Money order or Postal order • Bank draft or cheque • Online payment via M2u or CIMB Clicks or RHB 	<ul style="list-style-type: none"> • Tele-graphics transfer • <i>Credit card option will be offered soon</i> <p>Important Note: The fee is excluded bank and credit card charges.</p>

4. The certified copy of the degree certificate from a foreign university which is not in English language shall be accompanied by a translation of it in English or Bahasa Malaysia.
5. Only complete application with all the supporting documentation will be processed and submitted to the Board for approval.
6. Upon approval, a Certificate of Registration as an Inspector of Works will be issued.

RENEWAL OF REGISTRATION

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

The certificate may be renewed triennial (every 3 years) upon payment of RM30.00 and upon satisfying such conditions as may be determined by the Board.

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

DECLARATION TO BE SIGNED BY APPLICANT

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

PENALTY

Section 24(a) of the Registration of Engineers Act 1967: "Any person, sole proprietorship, partnership or body corporate who procures or attempts to procure registration or a certificate of registration under this Act by knowingly making or producing or causing to be made or produced any false or fraudulent declaration, certificate, application or representation whether in writing or otherwise, shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding fifty thousand ringgit, or to imprisonment for a term not exceeding three years, or to both."