

Recommended Format of Reports for Accredited Checker Application

A candidate need to submit reports as follows:-

- (A) Compulsory Report - Compulsory.
- (B) Supplementary Report - Candidate is strongly recommended to submit in order to enhance his records of his experience.

These reports need to be submitted in three (3) copies.

The requirements of the report are:

- 1) Compulsory and Supplementary Reports shall be prepared and made exclusively for Accredited Checker.
- 2) Each report shall not exceed 150 pages of A4 size papers with empty border at all sides of the paper not smaller than 2.5cm with font not smaller than New Times Roman Font Size 11. Drawings shall be submitted in A3 size papers.
- 3) Reports prepared for company project or authority submission will not be accepted.
- 4) Computer data printouts shall not be included in the report, instead to submit the summary of the input and output with justification and explanations.
- 5) The Compulsory Report needs to list and highlight the candidate's role, responsibility, involvement in the project in each stage of the works, e.g. planning, investigation, analyses and design process, construction control, instrumentation & monitoring, solving technical and site challenges and issues, etc.
- 6) Technical papers in journals and proceedings of local and international conferences and seminar written by the candidate can be listed in the report.

Contents in the Reports for Geotechnical Accredited Checker application are:-

- 1. Compulsory Report Submission Requirement:-
 - a. Design of slopes greater than 25 degrees and total vertical height more than 10 metres, or
 - b. Design of retaining wall greater than 10m high (Walls can be reinforced concrete, reinforced earth or gravity wall).
- 2. Supplementary Report Submission Requirement:-
 - a. Design of basements greater than 2 levels, or
 - b. Design of foundations (include both shallow and deep foundations) for buildings higher than 10 stories, or
 - c. Design of ground treatment and embankment greater than 5m deep.

Contents in the Reports for Structural Accredited Checker application are:-

- 1. Compulsory Report Submission Requirement:-
 - Design of buildings not less than 20 storeys high.
- 2. Supplementary Report Submission Requirement:-
 - a. Design of buildings of unconventional constructions (e.g. space frame structures, transfer structures etc.), or
 - b. Design of buildings that will result in complex interactions with existing structure.