



# BEM

## REGISTRATION AND RENEWAL OF INSPECTOR OF WORKS



Presenter:  
**Ir. K. Sundraraj**  
BEM Board Member



Date: 23th February 2021  
Venue: Zoom



# Outline of Presentation

## BEM REGISTRATION AND RENEWAL OF INSPECTOR OF WORKS

- Board Of Engineers Malaysia
- Registration of IOW
- Renewal of IOW & CPD Requirements
- IOW Code of Conduct



BEM Website

# BOARD OF ENGINEERS MALAYSIA





# BEM Website



BOARD OF ENGINEERS MALAYSIA

English Bahasa Malaysia



Search...



PROFESSIONAL PRACTICE



SCALE OF FEES



ACCREDITATION



PUBLICATION



EXAMINATION



MyCPD



DOWNLOAD



GALLERY



BEM website: <http://www.bem.org.my/web/guest/home>



**New Registration**

- [Professional Engineer with Practising Certificate](#)
- [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](#)
- [Archive](#)

**Reinstatement**

- [Professional Engineer with Practising Certificate](#)
- [Professional Engineer](#)
- [Accredited Checker](#)
- [Inspector of Works](#)
- [Engineering Consultancy Practices](#)

**Accreditation**

- [Background](#)
- [List of Accredited Engineering Programmes](#)
- [Programme Accreditation Manuals](#)
- [International Accords & Agreements](#)

**Examination**

- [Professional Assessment Examination](#)
- [Professional Competency Examination](#)

**Training & Education**

- [Continuing Professional Development \(CPD\)](#)
- [Professional Development Programme \(PDP\)](#)
- [Accredited Training Provider \(ATP\)](#)

**BEM Register Directory**

- [Professional Engineer with Practising Certificate](#)
- [Professional Engineer](#)
- [Graduate Engineer](#)
- [Body Corporate](#)
- [Multi Disciplinary Practice](#)
- [Sole Proprietorship](#)
- [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 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.**



## Amendments to the REA

**REA 1967**

**DETAILS**

**1967\***

The draft bill passed by Parliament (Act No. 66 of 1967)

**1972**

The Act came into force (Act A132 )

**1973**

Minor Amendments

**1974**

Introduction of a “body corporate” with 100% shares & Board of Directors are PEs

**1987**

Introduction of “multi-disciplinary practice”, Citizenship requirements & temporary registration of foreign engineers

**2002**

Introduction of “Accredited Checkers”

**2007**

Introduction of “Disciplinary Committee”

**2015**

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;

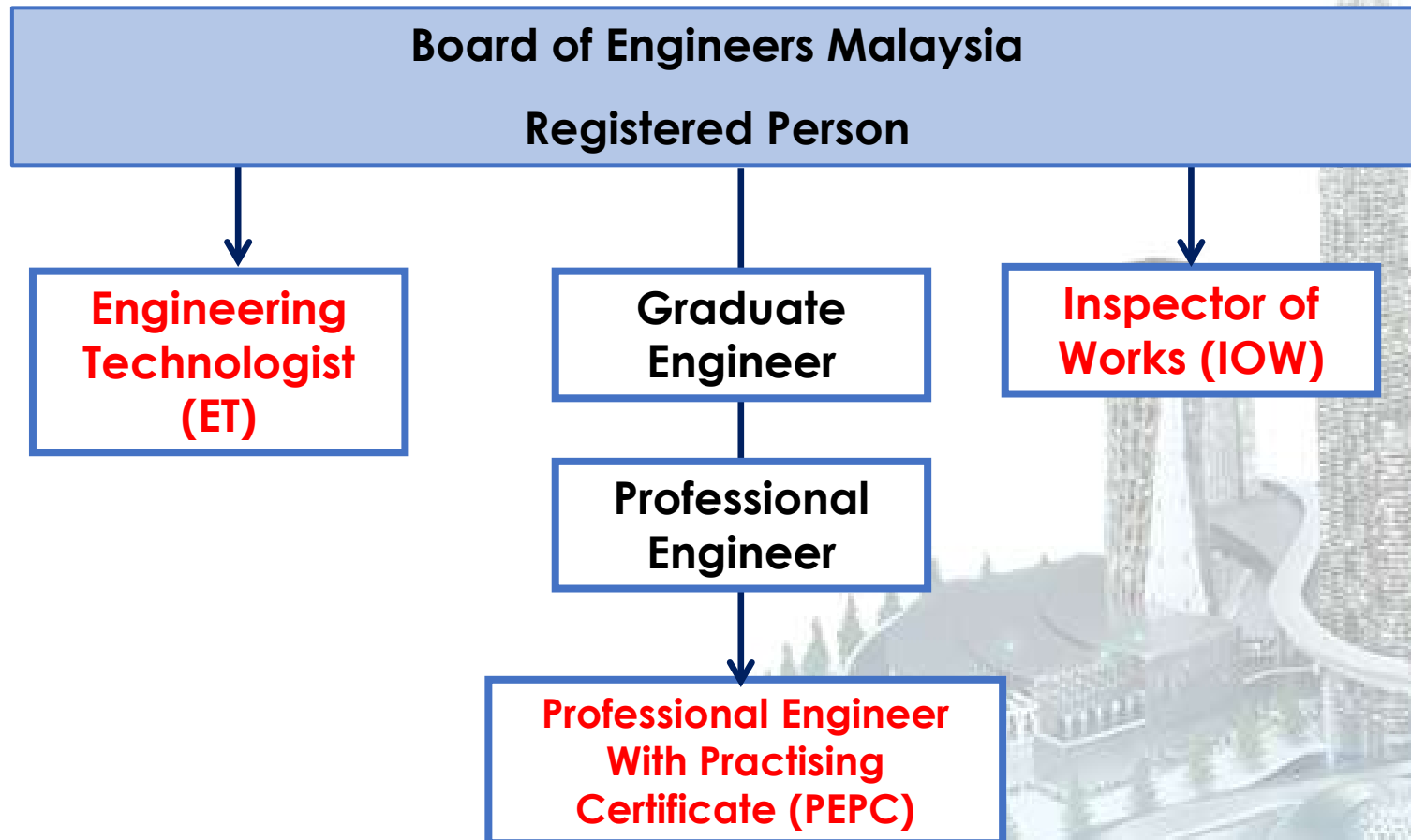
**“registered Person”** means a registered Engineer, Engineering Technologist or Inspector of Works;





## Registered Person

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

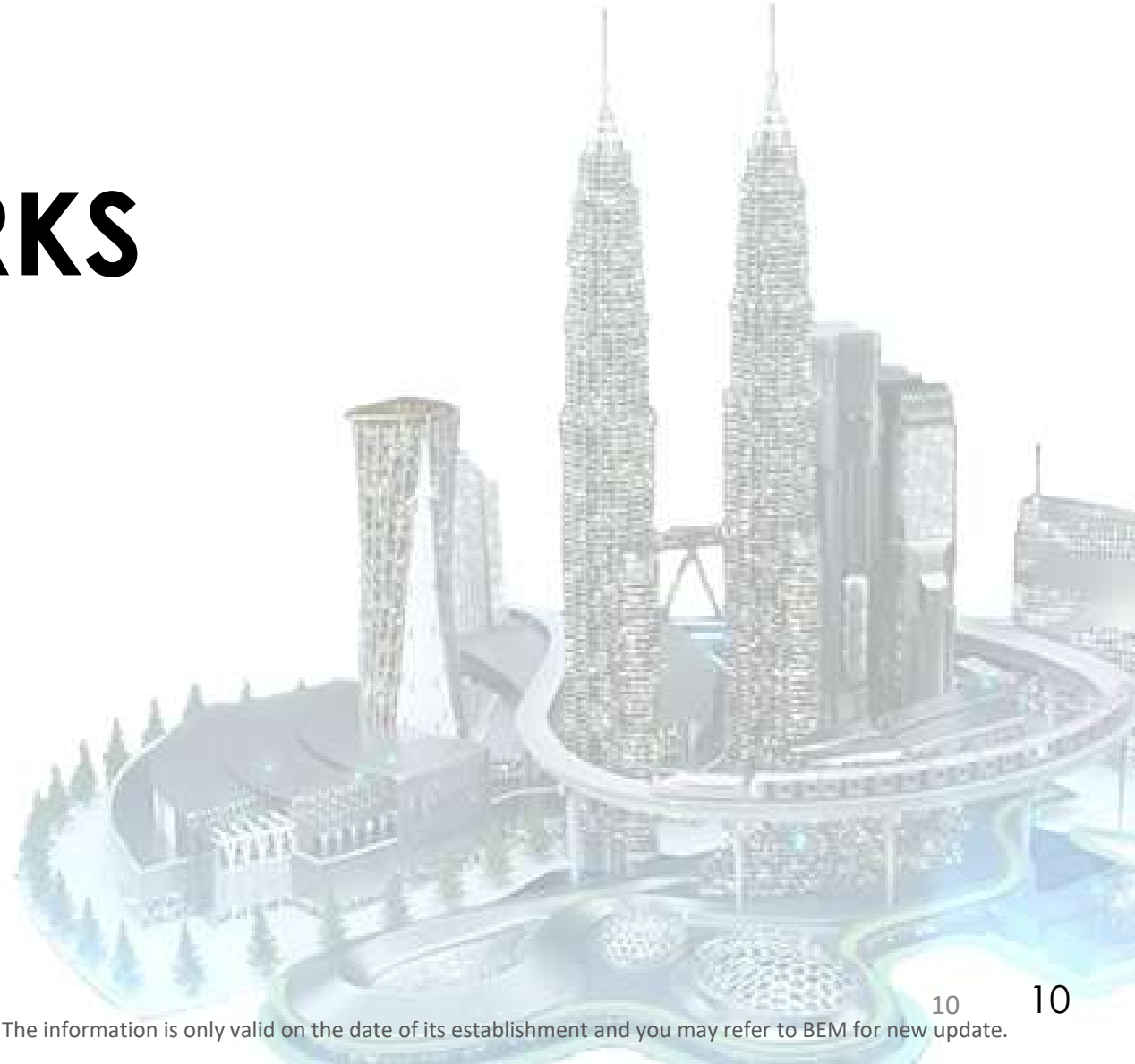




# Registration of IOW

## BEM Requirements

# REGISTRATION OF INSPECTOR OF WORKS





# Registration of IOW

## 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**,



# Registration of IOW

## 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



# Registration of IOW

## BEM Requirements

- **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 under the three (3) main engineering disciplines i.e. **Civil, Electrical and Mechanical**.
- 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.



# Registration of IOW

## 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"



# Registration of IOW

## 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 2015.
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”**



# Registration of IOW

## 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 and CPD records** verified/endorsed by PEPC.

### Statistics as at Feb 2021

7,239	Inspector of Works (IOW)
181	Intern IOW





# Registration of IOW

## Procedure For Registration (New Application)

Requirements	Malaysian	Non-Malaysian
<b>Application Method</b>	Application shall be made manually using <a href="#">Form A3-1</a>	Application shall be made manually using <a href="#">Form A3-1</a>
<b>Supporting Documents</b>	Applicant must submit the following supporting documents and all the documents must be <b>certified by a Professional Engineer recognised by BEM.</b>	
	<ul style="list-style-type: none"> <li>•Diploma scroll and official transcripts).</li> <li>•Degree scroll and official transcripts (if any)</li> <li>•Identification Card</li> <li>•IOW work experience in accordance to Qualification criteria.</li> </ul>	<ul style="list-style-type: none"> <li>•Diploma scroll and official transcripts.</li> <li>•Degree scroll and official transcripts (if any)</li> <li>•Identification Card</li> <li>•Permanent Resident and/or Passport</li> <li>•IOW work experience in accordance to Qualification criteria.</li> </ul>
<b>Payment</b>	Accompanied with a non-refundable <u>processing fee</u> for the amount of <b>RM50.00</b> payable to the <b>Board of Engineers Malaysia</b> via the following payment mode:	
	<p><b>Mode of Payment:</b></p> <ul style="list-style-type: none"> <li>•Money order or Postal order</li> <li>•Bank Draft or Cheque</li> <li>•Online payment via M2u or CIMB Clicks or RHB or JOMPAY</li> <li>•Pin &amp; Pay (Credit or Debit Card at counter only)</li> </ul>	<p><b>Mode of Payment:</b></p> <ul style="list-style-type: none"> <li>•Telegraphic transfer</li> <li>•Bank Draft</li> <li>•Pin &amp; Pay (Credit or Debit Card at counter only)</li> <li>•<i>Online Credit Card option will be offered soon.</i></li> </ul>



# Registration of IOW

## Procedure For Registration (New Application)

Requirements	Malaysian	Non-Malaysian
<b>Foreign University / College</b>	The certified copy of the degree certificate from a foreign university/college which is not in English language shall be accompanied by a translation of it in English or Bahasa Malaysia.	
<b>Supporting Documents</b>	Only complete application with all the supporting documentation will be processed and submitted to the Board for approval as IOW. Applicants, who have not fulfilled the relevant work experience requirement in accordance to their qualification, shall be registered as Intern IOW. Those intending to be registered as Intern IOWs shall submit the names and registration numbers of the PEs or IOWs they will report to on the same site for their day to day activities.	
<b>Issuing of Certificate</b>	Upon approval, a Letter or certificate of registration as an Inspector of Works will be issued.	
<b>Processing Time</b>	Every application for registration shall be decided upon by the Board within four months from the date of receipt of such application.	

### DECLARATION TO BE SIGNED BY APPLICANT

1. Applicant must declare that he/she agree to abide:

- a) The Registration of Engineers Act 1967 (Revised 2015) and the Registration of Engineers Regulations 1990 (Revised 2015); and
- b) Notifications and circulars issued by the Board of Engineers Malaysia

2. Authorize BEM to seek clarification on any information submitted in any manner and by any means as it deems fit and proper.



# Registration of IOW

## On-Line Registration/Renewal

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

Welcome to MyBEM Online

Login: IC Number (without -)

Password: Password

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

[Sign In](#)

Need Help ?

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



# Registration of IOW

## 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.





# Registration of IOW

## Sample Registration Applications

No	Name	Qualification	University	Year	Applied Branch	Accredited Body	Working Experience
1		Diploma in Electrical Engineering	Polytechnic Port Dickson 1995	2010-2011	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.



# Registration of IOW

## 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.



# Registration of IOW

## 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	2001-2002	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 achieved.
- Registered as **Intern IOW** under Special Cases for Late Application.



# Registration of IOW

## 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 2015**.
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.

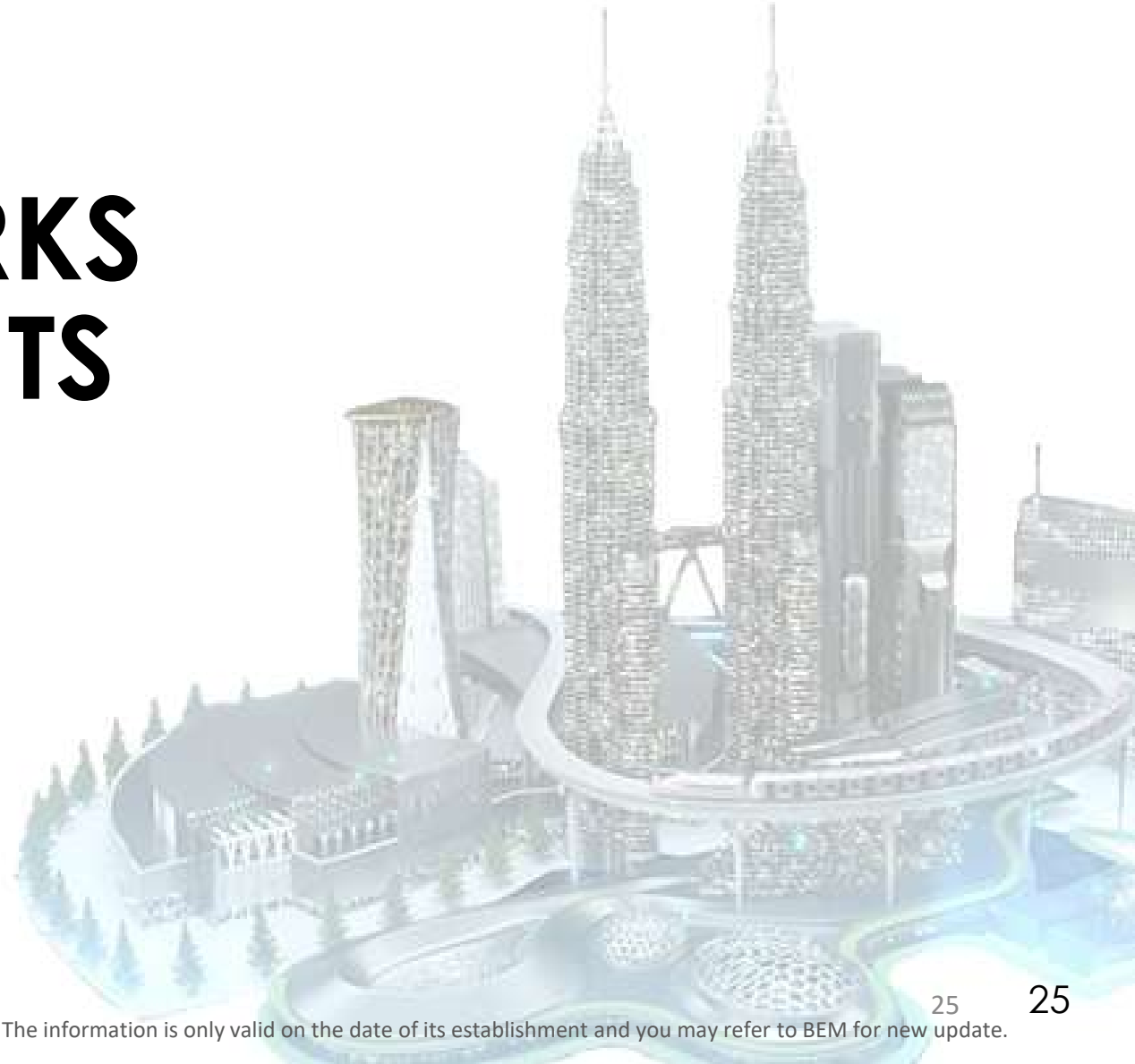
If above criteria are fulfilled, applicant to be registered as **“Intern IOW”**





# Renewal Registration of IOW BEM Requirements

# RENEWAL OF INSPECTOR OF WORKS & CPD REQUIREMENTS





# Renewal Registration of IOW

## 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.



# Renewal Registration of IOW

## CPD Requirements

- BEM Circular No. 001 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



# Renewal Registration of IOW

## 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



# Renewal Registration of IOW

## CPD Requirements

In administering 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.



# Renewal Registration of IOW

## 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>	Engineering studies and training leading to the award of certificate/degree/higher degree with a <b>formal assessment process</b> .
<b>2a. Informal learning - On job training</b>	<b>Engineering understudy and learning</b> from a subject matter expert or equivalent, so as to able to perform a new engineering task.
<b>2b. Informal learning - Private study</b>	<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.



# Renewal Registration of IOW

## CPD Requirements

### Continuing Professional Development (CPD)

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

CPD ACTIVITIES	DEFINITIONS
<b>3. 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>4. Presentation of papers</b>	Research/preparation and presentation of <b>engineering related papers</b> in conference/seminar/technical meeting.
<b>5. Engineering service activities</b>	Engineering-related activities such as serving in committees, participating in program accreditation, mentor to intern IOW, industry advisor <b>promoting the engineering profession.</b>



# Renewal Registration of IOW

## 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</b> (time weighted factors = 2.0)					
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





# Renewal Registration of IOW

## 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>2a. Informal Learning Activities – On job Learning (time weighted factors = 1.0)</b>					
2a.1	2020	Product Briefing on BiMs	4	1.0	4
Total Weighted Hours =					4
Total Allowable Weighted Hours (Maximum 10 hours per 3 years)=					4

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



# Renewal Registration of IOW

## 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.**



# Renewal Registration of IOW

## 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	3 X
3.5	27.06.20	Cadangan meroboh bangunan asrama sedia ada	3	1	3 X
Total Weighted Hours =					16
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.



# Renewal Registration of IOW

## 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</b> (time weighted factors = 10.0)					
4.1	2020	Talk on site supervision for COWAM training	4	10	40
Total Weighted Hours =					40
Total Allowable Weighted Hours (Maximum 15 hours per 3 years)					15



- **Presentation 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.



# Renewal Registration of IOW

## 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</b> (time weighted factors = 1.0)					
4.1	01.12.20	<b>BEM T&amp;E CPD meeting</b>	<b>4</b>	<b>1</b>	<b>4</b>
Total Weighted Hours =					<b>4</b>
Total Allowable Weighted Hours (Maximum 15 hours per 3 years)					<b>4</b>

- Member of Engineering Programmes accreditation panel
- Participation in CPD audits,
- 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,
- Teaching Part-Time course at IPTA/IPTS (as long as it is voluntary job),
- Mentoring IOW Intern (voluntary),
- Organizing national conference (voluntary).
- Organizing field trips (voluntary)



# Renewal Registration of IOW

## 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.



# Renewal Registration of IOW

## CPD Hours Audit Sample

### ➤ 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)



# Renewal Registration of IOW

## CPD Hours Audit Sample

- BEM will administer CPD Audit System whereby **up to 5%** of IOW are randomly audited each year.

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	<b>0.5</b>	5.00
Total <u>Weighted</u> Hours					5.00
Total Allowable Weighted CPD Hours (Maximum 5.00 hours <b>for 3 years</b> )					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	<b>1.0</b>	6.00
Total Weighted Hours					6.00
Total Allowable Weighted CPD Hours (No limit)					6.00







# Renewal Registration of IOW

## 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>						
S'	14 Aug 2017 - 14 Aug 2017	Site Meeting	2.50	2.50	2.50	
	21 Aug 2017 - 21 Aug 2017	Site Meeting	2.50	2.50	2.50	
	28 Aug 2017 - 28 Aug 2017	Site Meeting	2.50	2.50	2.50	
p	11 Sep 2017 - 11 Sep 2017	Site Meeting	2.50	2.50	2.50	
Total Weighted Hours					10.00	
Total Allowable Weighted CPD Hours (No limit)					2.50	

**0.00** 41



# Renewal Registration of IOW

## CPD Hours

### CPD Hours Reminders

➤ **Type 2b. Informal Learning** Activities – Private Study

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

**2b. Informal Learning** Activities – Private Study (time weighted factors = 0.5)

<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.



# Renewal Registration of IOW

## CPD Requirements

### CPD Hours Reminders

- Reminder of Types of CPD activities

CPD ACTIVITIES	DEFINITIONS	MAX CPD HOURS per 3 YEARS
<b>2a. Informal learning - On job training</b>	<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>
<b>2b. Informal learning - Private study</b>	<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>
<b>3. 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>



# Renewal Registration of IOW

## Circular No. 002 on Renewal

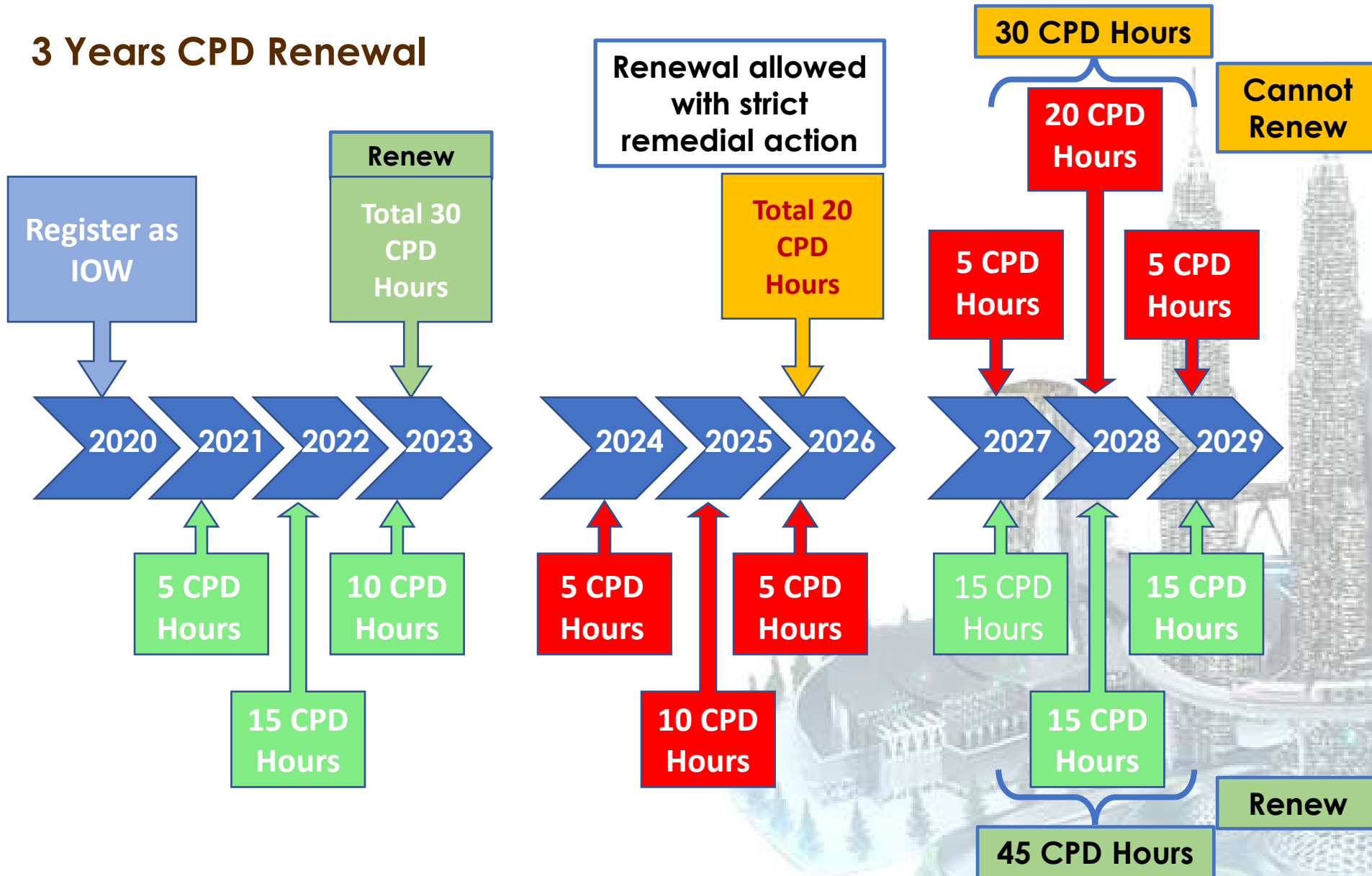
- At the sole discretion of the BEM, a Registered IOW who in his/her application for **renewal** of the **triennial Certificate of Registration**, has failed to submit to the BEM a CPD Programme with required minimum quantum of **30 CPD Hours**, may be allowed to continue to be registered subject to 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.



# Renewal Registration of IOW

## Circular No. 002 on Renewal

### 3 Years CPD Renewal





# Renewal Registration of IOW

## BEM FAQ

# BEM ANSWERS TO FREQUENTLY ASKED QUESTIONS (FAQ)





# Renewal Registration of IOW

## 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.**



# Renewal Registration 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.





# Renewal Registration of IOW

## BEM FAQ

FAQ 3 : What do you mean by Inspections under Activity Type 3 “Conference and Technical Meeting”?

**BEM : Site visits, technical visits, technical briefings and similar activities that can enhance an Registered Person's knowledge and competency.**

**However, if such activities are carried out as part of the Registered Person's job function either as an employee or a consultant, then no CPD would be available**



# IOW COC

Regulation/Circular No. 001 Code of Conduct

# CODE OF CONDUCT





# IOW COC

## Regulation/Circular No. 001 Code of Conduct

LAWS OF MALAYSIA • P.U.(A) 128

### PART IV

#### CODE OF CONDUCT

[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.

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]



# IOW COC

## 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**)

1.1	<b>Registered IOW not to falsify qualification, etc.</b>
1.1.1	A registered <b>IOW shall not falsify his qualifications.</b>
1.1.2	A registered <b>IOW</b> shall respond, within reasonable time to <b>communication from the Board.</b>
1.1.3	A registered <b>IOW</b> shall undertake assignments only if he is <b>qualified.</b>
1.1.4	A registered <b>IOW</b> shall be <b>objective and truthful</b> in making reports, statements and testimonies.
1.1.5	A registered <b>IOW</b> shall not <b>express publicly technical opinions</b> that are not founded upon his competence and knowledge.
1.1.6	A registered <b>IOW</b> shall <b>not issue any statement</b> , criticism or argument on technical matters, inspired/paid for by interested parties.
1.1.7	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>



# IOW COC

## 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.



# IOW COC

## Circular No. 001 Code of Conduct

1.3	<b>Registered IOW not to accept benefit from more than one party, etc.</b>
1.3.1	A registered <b>IOW</b> shall <b>not accept any benefit</b> or compensation, financial or otherwise.
1.3.2	A registered <b>IOW</b> shall <b>disclose</b> all known or potential <b>conflicts of interest</b> .
1.3.3	A registered <b>IOW</b> shall <b>not solicit or accept any consideration, financial or otherwise</b> from outside agents.
1.3.4	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.
1.3.5	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.



# IOW COC

## BEM Code of Conduct

Checking/Verifying site works without due diligence to benefit Contractor

Accepting any benefit or compensation, financial or otherwise, except from Engineer/ Employer

# CONSTRUCTION CORRUPTION AT SITE

Seeking payment for overtime or such services when not performed.

Sub contracting works at same site without declaring conflict of interest.

Referring trades or sub contract works to receive referral fees/commissions

# THANK YOU



*“Committed To Engineering Excellence”*

**BOARD OF ENGINEERS MALAYSIA**

Tingkat 11 & 17, Blok F Ibu Pejabat JKR

Jalan Sultan Salahuddin, 50580 Kuala Lumpur

<http://www.bem.org.my>

[enquiry@bem.org.my](mailto:enquiry@bem.org.my) or [complaint@bem.org.my](mailto:complaint@bem.org.my).

Tel: 03-26912090; 03-26107095/96 Fax: 03-26925017