

## INDEPENDENT ASSESSORS - WORK EXPERIENCE

**BRIEF SUMMARY OF CURRENT AND PAST WORK EXPERIENCE**

- 1) Please provide a brief summary of your current and past work experience and roles, as many as applicable.  
 2) Each section should be verified by someone who was familiar with you and senior to you at the time.

**Employment 1**

Period (mm/yy) to (mm/yy)	Name of Organisation	Position or Title; Nature of work, your functions / responsibilities, achievements etc.
Click here to enter text.	Click here to enter text.	Click here to enter text.

**Verified by**

<b>Name</b>	Click here to enter text.	<b>Title</b>	Choose an item.
<b>Contact No:</b>	Click here to enter text.	<b>Email Address:</b>	Click here to enter text.
<b>Professional qualification(s)</b>	Click here to enter text.		
<b>Current Job Title</b>	Click here to enter text.		
<b>Relationship to candidate</b>	Click here to enter text.		
<b>Signature</b>		<b>Date verified</b>	Click here to enter a date.

<b>BRIEF SUMMARY OF CURRENT AND PAST WORK EXPERIENCE</b>			
<b>Employment 2</b>			
<b>Period (mm/yy) to (mm/yy)</b>	<b>Name of Organisation</b>	<b>Position or Title; Nature of work, your functions / responsibilities, achievements etc.</b>	
Click here to enter text.	Click here to enter text.	Click here to enter text.	
<b>Verified by</b>			
<b>Name</b>	Click here to enter text.	<b>Title</b>	Choose an item.
<b>Contact No:</b>	Click here to enter text.	<b>Email Address:</b>	Click here to enter text.
<b>Professional qualification(s)</b>	Click here to enter text.		
<b>Current Job Title</b>	Click here to enter text.		
<b>Relationship to candidate</b>	Click here to enter text.		
<b>Signature</b>		<b>Date verified</b>	Click here to enter a date.

<b>BRIEF SUMMARY OF CURRENT AND PAST WORK EXPERIENCE</b>			
<b>Employment 3</b>			
<b>Period (mm/yy) to (mm/yy)</b>	<b>Name of Organisation</b>	<b>Position or Title; Nature of work, your functions / responsibilities, achievements etc.</b>	
Click here to enter text.	Click here to enter text.	Click here to enter text.	
<b>Verified by</b>			
<b>Name</b>	Click here to enter text.	<b>Title</b>	Choose an item.
<b>Contact No:</b>	Click here to enter text.	<b>Email Address:</b>	Click here to enter text.
<b>Professional qualification(s)</b>	Click here to enter text.		
<b>Current Job Title</b>	Click here to enter text.		
<b>Relationship to candidate</b>	Click here to enter text.		
<b>Signature</b>		<b>Date verified</b>	Click here to enter a date.

*Note: If you need more space for employment history, please provide them as attachments to this application.*

## ASSESSMENT EXPERIENCE *(if applicable)*

Please provide a brief summary of your current and past role and experience in providing professional assessment.

Date / Period	Name of Assessment Programme / Certification etc

### DECLARATION BY APPLICANT

*(\*Strike out where not applicable)*

I confirm that I have read and understood the Institution of Engineers Singapore's Rules for Code of Professional Conduct and Ethics in Annex A. I agree that if I am accepted as an Independent Assessor for Chartered Engineering \*Technician / Technologist of Singapore, I will observe and be governed by the IES's Rules for Code of Professional Conduct and Ethics, including the IES's Disciplinary Regulations.

I understand that I will fulfil the obligations expected of an Independent Assessor for Chartered Engineering \*Technician / Technologist of Singapore, including an obligation to inform the Chartered Engineering Technologist & Technician Accreditation Board of any matter that may affect my fitness for such role.

I consent to my business contact details being published in any form associated with my application as Independent Assessor for Chartered Engineering \*Technician / Technologist of Singapore.

I hereby agree and consent that the IES may collect, use, disclose and process my personal information set out in my application form, or otherwise provided by me or possessed by IES, for one or more of the purposes as stated in IES Personal Data Protection Terms and Conditions [www.ies.org.sg/pdpa](http://www.ies.org.sg/pdpa).

I confirm that all statements on this application form are true and correct and I have made claims of competency in good faith.

Signature:

Date:

Click here to enter a date.

Full Name: \_\_\_\_\_

NRIC / Passport (last 4 digits): \_\_\_\_\_

### FOR CETTAB USE ONLY

Name of Reviewer : \_\_\_\_\_

Signature :

Title/ Position : \_\_\_\_\_

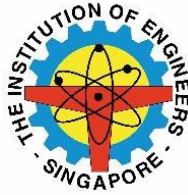
Date : \_\_\_\_\_

Remarks (if any) :

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## THE INSTITUTION OF ENGINEERS, SINGAPORE

### RULES FOR CODE OF PROFESSIONAL CONDUCT AND ETHICS

Revised 9<sup>th</sup> March 2020

**1.** These Rules shall apply to all professionals including but not limited to Chartered Engineer, Chartered Technologist and Chartered Technician registered under the Institution of Engineers, Singapore (IES) professional registries and engaged in any professional work.

**2.** Every registered professional shall observe and be guided by Parts I and II of the Code of Professional Conduct and Ethics set out in the Rules.

#### PART I

**1.** In this Part, unless the context otherwise requires -

“Council” means IES Council, setting rules and policy includes disciplinary enquiry panel across all registries to ensure consistency and maintain professional standard of practice.

"professional" and any associated pronoun means a registered chartered engineer or any other professional registered under IES professional registry;

“professional services” means operation, maintenance, consultancy or advisory services that require a person to engage in professional work;

“professional work” includes any professional service, consultation, investigation, evaluation, planning, design, or responsible supervision of construction or operation in connection with any public or privately owned public utilities, buildings, machines, equipment, processes, works or projects wherein the public interest and welfare, or the safeguarding of life, public health or property is concerned or involved, and that requires the application of engineering or other technical principles and data;

"publicity" means any form of advertisement and includes any advertisement –

- (a) printed in any medium for the communication of information;
- (b) appearing in, communicated through or retrievable from, any mass medium, electronic or otherwise including but not limited to the internet, and its derivatives, and “publicise”, “publicised” and “publicising” shall be construed accordingly.

**2. – (1)** A professional shall uphold the dignity, standing and reputation of the profession.

(2) A professional may, subject to these Rules, publicise his or her practice or allow his or her employee or agents to do so.

(3) A professional shall not publicise his or her professional practice in a manner which —

- (a) is likely to diminish public confidence in the engineering or the relevant technological profession that the professional is registered under or to otherwise bring the profession into disrepute;
- (b) may reasonably be regarded as being misleading, deceptive, inaccurate, false or unbecoming the dignity of the profession; or
- (c) the Council may determine to be an undesirable manner of publicising his or her practice.

(3A) For the purposes of these Rules, publicity shall be considered to be misleading, deceptive, inaccurate or false if it —

- (a) contains a material misrepresentation;
- (b) omits to state a material fact;
- (c) contains any information which cannot be verified; or
- (d) is likely to create an unjustified expectation about the results that can be achieved by the professional.

(3B) In publicising his or her practice, a professional shall ensure that —

- (a) any claim to expertise or specialisation can be justified;
- (b) the publicity does not make any direct or indirect mention of past projects in which, or clients for whom, the professional or any of his or her firm or company had acted where the provision of such information will involve a breach of confidentiality owed to any client or former client; and
- (c) the publicity does not make any comparison or criticism in relation to the quality of the professional services provided by any other professional or allied professional.

(3C) For the purpose of sub-paragraph (3B) (a), the following factors shall be taken into account in justifying any claim to expertise or specialisation:

- (a) academic qualifications;
- (b) experience;
- (c) facilities;
- (d) personnel; and
- (e) capacity to render professional service.

(4) A professional shall refrain from expressing publicly an opinion on an engineering or technological project or product unless the professional is informed of the facts relating thereto.

(5) A professional shall —

- (a) exercise due restraint in criticising the professional work of another professional; and
- (b) not maliciously or recklessly injure or attempt to injure, directly or indirectly, the professional reputation, prospects or business of another professional.

(6) Sub-paragraph (4) shall not affect any moral obligation to expose unethical conduct before the proper authorities or preclude a frank but private appraisal of employees or of professional being considered for employment.

(7) A professional shall not endorse engineering or technological product, system or process in any commercial advertisement.

**3.** – (1) A professional shall discharge his or her duties to his or her employer or client with complete fidelity.

(2) A professional shall not accept remuneration for professional services rendered from any person other than his or her employer or client except with the knowledge and approval of his or her employer or client.

(3) A professional shall not, without disclosing the fact to his or her employer in writing, be a director of or have a substantial financial interest in, or be an agent for, any company, firm or person carrying on any business which is or may be involved in the professional work to which his or her employment relates.

(4) A professional shall not accept any trade commission, discount, allowance or indirect payment or other consideration in connection with any professional work in which he or she is engaged.

(5) A professional shall not receive, directly or indirectly, any royalty, gratuity or commission in respect of any patented article or process used in or for the purpose of the professional work in respect of which he or she is acting as a professional for an employer unless and until the receipt of such royalty, gratuity or commission by the professional has been authorised in writing by such employer.

(6) Subject to the provisions of these Rules, a professional shall not hold, assume or intentionally accept a position in which his or her interest is in conflict with his or her professional duty to his or her client or employer.

(7) A professional shall not disclose confidential information concerning the business affairs or technical processes of his or her client or employer without the consent of the client or employer.

(8) A professional shall not use information which is obtained confidentially in the course of his or her assignment for the purpose of making personal profit.

(9) A professional shall not divulge any confidential findings or studies or actions of an engineering or technical or scientific commission or board of which he or she is a member without the consent of the commission or board.

(10) A professional shall not give professional advice which does not fully reflect his or her best professional judgment.

(11) A professional shall engage, or advise engaging, experts and specialists when in his or her opinion and judgment such services are in the interest of his or her client or employer.

**4.** A professional shall not supply professional services in respect of any project in which he or she is acting as a developer of an engineering work or product that the project is aimed to develop or construct.

**5.** Notwithstanding the responsibility to his or her employer and to his or her profession, a professional shall act with prime regard to the public interest.

**6.** A professional shall not knowingly attempt to supplant another professional, nor shall he or she intervene or attempt to intervene in or in connection with professional work of any kind which to his or her knowledge has already been entrusted to another professional.

**7.** – (1) A professional shall not knowingly undertake a commission from any person while any claim for compensation or damages or both by another professional previously employed by that person and whose employment has been terminated remains unsatisfied unless security for the due satisfaction of any award or judgment has been given.

(2) The professional previously employed may report the matter to the Board if he or she has reasonable grounds for not being satisfied with the security, and the Board may forbid the first-mentioned professional in sub-paragraph (1) from proceeding with the professional work.

**8.** A professional shall not canvass or solicit professional employment or offer to make payment for the introduction of such employment.

**9.** A professional shall not be the medium of any payment made on behalf of his or her employer unless so requested by his or her employer and he or she, in connection with any professional work in which he or she is employed, shall not place any contract or order except with the authority of or on behalf of his or her employer.

**10.** A professional shall not take part in a competition involving the submission of any proposal and design for professional work unless the assessor to whom such proposal and design is to be submitted for adjudication is a person of acknowledged engineering or technical standing.

**11.** – (1) A professional who is engaged in the construction or in the design and construction of engineering or technical work or in the manufacture or in the design and manufacture of articles of commerce, whether on his or her own account or as a technical adviser or employee or a partner or director of a firm or company so engaged, shall not prepare or submit to a client or customer or prospective client or prospective customer a design for engineering or technical works or articles unless accompanied by an offer on behalf of himself or his or her firm or company to construct the work or supply the articles, and a proviso that if the design of the professional, the corporation of which he or she is a director or partnership of which he or she is a member is accepted, he or she shall be given the contract for the work or supply of the articles, with such variation (if any) as to design and with such arrangements as to remuneration as may be mutually agreed.

(2) A professional shall not prepare or submit or offer to prepare or submit a design without informing the client or customer or prospective client or prospective customer as to



the nature of his or her connection with the construction or manufacture of the work or articles in question.

(3) Except at the request of the client or customer, a professional shall not offer, directly or indirectly, on behalf of himself or his or her firm or company, to design, or to design and construct, any engineering or technical work, the design of which to his or her knowledge has already been entrusted to another professional, who is acting as a consultant, unless with the approval of such professional.

**12. A professional shall —**

- (a) exercise due diligence to ensure that there is no contravention of or failure to comply with any written law by any person in the carrying out of any project or works of which the professional is the consultant or engineer; and
- (b) report to the appropriate authority any contravention of or failure to comply with any written law by any person in the carrying out of any project or works of which the professional is the consultant or engineer, if such contravention or failure comes to his or her knowledge.

**PART II**

**1. – (1)** A professional shall not use the advantage of a salaried position to compete unfairly with other professionals.

(2) He or she shall not accept any professional commission from persons other than his or her employers to an extent prejudicial to his or her salaried position or detrimental to established professional services or which would result in a conflict of interest.

(3) If permitted by his or her employer any professional commission from persons other than his or her employers shall be confined to consultation on phases of engineering or technology for which he or she has special qualifications not inherently available in usual professional practice, except that he or she shall not establish an office for the purpose of conducting such outside activities.

(4) He or she shall not use the influence of a salaried position to direct clients to another professional, or other engineering or technological firm in which he or she has a financial interest.

**2.** A professional shall not, for the purpose of obtaining any permit, licence or approval of any public authority, sign any plans or calculations which neither he, she nor any member of his or her staff under his or her supervision verified, checked or prepared.

By

IES Council