

Form 5: Application Form for a person under the age of 40 years old, required to undertake the Institution of Structural Engineers examination

NOTES TO APPLICANTS:

- 1 Applicants must ensure that **all** parts of this form are completed accurately and legibly and that the form is signed and that any additional sheets are securely attached to the form.
- 2 The referees should preferably be persons who are prominent South African structural engineers who are intimately familiar with your work in the field of structural engineering.
- 3 An application and examination fee must accompany this form, either a bank guaranteed cheque in favour of the Institution of Structural Engineers or a copy of the deposit slip. The registration fee is R1 500.00, the examination fee is R1 500.00.
- 4 Completed forms must be forwarded to:
The Administrative Officer
Joint Structural Division
PO Box 1688, HILLCREST, 3650

1 Applicant's personal details (to be completed in BLOCK LETTERS)	
Surname/family name:	Title: Mr/Dr/Mrs/Miss/Ms/Other:
Forenames/other names:	Date of Birth:
Full Communication Address: Post Code:	Telephone Numbers: Work: Home: Cell:
Identity Number:	Fax Number:
Nationality:	E-mail:
Current Position:	ECSA Registration number: Category of Registration (tick appropriate block):
Name of Company:	Professional Engineer <input type="checkbox"/> Professional Engineering Technologist <input type="checkbox"/> Year of Registration:

2 Referee's Report No 1

Name of referee:

Qualifications and grade of membership of institutions:

Telephone (Work): Cell Phone:

How many years have you been exposed to the applicant's work?

Describe the manner in which you been exposed to the applicant's work in the field of structural engineering and briefly motivate why the applicant should be admitted to the list:

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Signature of referee:

(Additional details may be added to a separate sheet if necessary.)

3 Referee's Report No 2

Name of referee:

Qualifications and grade of membership of institutions:

Telephone (work): Cell Phone:

How many years have you been exposed to the applicant's work?

Describe the manner in which you been exposed to the applicant's work in the field of structural engineering and briefly motivate why the applicant should be admitted to the list:

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Signature of referee:

(Additional details may be added to a separate sheet if necessary.)

6 Record of Continuing Professional Development

All applicants **must** show evidence of their active involvement in CPD over the last three years, with a minimum of 45 notional hours over this period. (Proof of CPD may be called for)

CATEGORY A: ORGANISATIONAL ACTIVITIES (i.e. attendance of conferences, seminars and workshops, lectures or courses in various aspects of structural engineering, the presentation of seminars, courses or workshops in structural engineering or the preparation of articles or papers on aspects of structural engineering.) A credit of two notional hours is granted for attendance of 1 - 2 hour events; 5 for half-day events; and 10 for full day events. A credit of 5 notional hours is granted for every presentation made; 10 for each article; and 20 for each refereed paper. State activity and approximate date.

Year 1: Total =

Year 2: Total =

Year 3: Total =

CATEGORY B: INDIVIDUAL ACTIVITIES (i.e. act as external examiner or reviewer of technical papers, participate in technical non-Institution and Institution committees or task groups or in committees which relate directly to aspects of structural engineering, or take or give a post graduate course in structural engineering in partial fulfilment of a post graduate qualification). A credit of 10 notional hours is granted to external examiners and reviewers in a calendar year. A credit of 1 notional hour is granted for every 5 hours of studying textbooks, journals or electronic/computerised material. A credit of 20 notional hours is granted for giving or taking a post-graduate course in a calendar year. 3 notional hours are granted for the attendance of each task group or committee meeting or review made of a National Standard, publication or code of practice. State activity and approximate date.

Year 1: Total =

Year 2: Total =

Year 3: Total =

Total notional hours for three year period:

7 Membership of Learned Societies

Institution of Civil Engineers: Year: SAICE: Year:

Institution of Structural Engineers: Year: Other (specify): Year:
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8 Disciplinary History

Are you aware of any formal complaints made against you or any pending disciplinary action through the Engineering Council of South Africa? If so please provide details:

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(Additional details may be added to a separate sheet if necessary.)

9 Undertaking by Applicant

I hereby confirm that I am bound by the ECSA code of conduct and undertake to:

- 1 exercise appropriate skill and judgement;
- 2 not agree to or comply with any instructions requiring dishonest action or the disregard of established norms of safety or levels of risk in design and construction;
- 3 accept personal responsibility for work done by or under my supervision or direction and take reasonable steps to ensure that anyone working under my authority is both competent to carry out the assigned tasks and likewise accepts personal responsibility;
- 4 report to the appropriate organisation or authority any situation of which I become aware where the safety of the public is seen to be at unreasonable risk;
- 5 reject any principle, proposal, action or thing which may prejudice my independent and impartial judgement; and
- 6 advise my clients of any lack of professional indemnity cover before accepting a commission.

I accept that any breach of the above that is brought to the attention of the JSD Committee may result in my name being removed from the list.

Should I be successful in attaining admission to the JSD list, I undertake to maintain:

- a) my professional registration with ECSA and to immediately notify the JSD of any cancellation or lapse thereof;
- b) a full and complete register of all designs undertaken and certified and make this register available for review should it be required.
- c) pay the annual administration fee of R500.00 which is due on the anniversary of the date of admission to the list.

I confirm that I shall be personally liable for the accuracy and sufficiency of any certification undertaken by me.

Signature:

Date:

Place:

10 Payments

Registration Fees: R1 500.00

Examination Fee: R1 500.00

Direct Deposits to: (Fax deposit slips to: The Administrative Officer, +27 31 761 5705)

Bank: Standard Bank Branch Name: Fourways Crossing Branch Code: 009953
Account Name: Institution of Structural Engineers Account Number: 023353945
Reference: Registration Number/Your Surname

Bank Guaranteed Cheques payable to: Institution of Structural Engineers

Office Use Only.

Interview Required: Y / N

Examination Required: Y / N

Reasons for rejecting application:

Members of the Assessment Committee:

Application Successful: Application Unsuccessful: