



Joint Accreditation Committee (JAC) c/o
Institution of Engineers, Singapore (IES)
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**Accreditation of Civil & Structural (C&S) Site Supervisor
Resident Engineer (RE) and Resident Technical Officer (RTO)**

Rules for Professional Conduct and Discipline

1. All accredited RE/RTO are required to order their conduct so as to uphold the dignity, standing and reputation of the RE/RTO profession.
2. Member shall not be convicted by a competent tribunal of a criminal offence.
3. Member who is the subject of a complaint or member who is convicted of a criminal offence shall be subjected to the following due processes:
 - (a) The Joint Accreditation Committee (JAC) shall review the complaint or information referred to them for the purpose of determining if there are sufficient merit therein to warrant the institution of disciplinary proceedings against the Accredited Site Supervisor concerned, and may for the purpose of conducting such review, appoint a Disciplinary Committee which shall consist of representatives from the Association of Consulting Engineers Singapore (ACES), Institution of Engineers, Singapore (IES) and Building and Construction Authority (BCA).
 - (b) Upon commissioning of a Disciplinary Committee to conduct a review inquiry, JAC shall inform the Accredited Site Supervisor in writing on the purpose of such inquiry. The Disciplinary Committee may require the complainant (if any) or the Accredited Site Supervisor concerned to answer any question or to furnish any information that the Disciplinary Committee considers relevant for the purpose of the inquiry.
 - (c) The Disciplinary Committee shall give him/her an opportunity to make representation in relation to the complaint in person by serving to him/her a notice not shorter than 10 working days to appear before the Disciplinary Committee.
 - (d) The Disciplinary Committee will review and investigate the complaint and submit a report documenting the findings of the inquiry with recommendations to the JAC.

- (e) The JAC shall review the report from the Disciplinary Committee and decide on the following actions:
- (i) dismiss the complaint; or
 - (ii) issue a letter of advice or a letter of warning to the Accredited Site Supervisor; or
 - (iii) suspend the Accredited Site Supervisor for a period not exceeding 12 calendar months; or
 - (iv) revoke the certificate of accreditation of the Accredited Site Supervisor.
- (f) JAC shall notify the Accredited Site Supervisor formally in writing on the outcome of the inquiry and the course of action that has been decided. Any course of action or decision taken by the JAC shall not take effect until the expiration of 14 days after the JAC has notified the Accredited Site Supervisor of its decision, in writing.

Member whose accreditation has been suspended will have his/her accreditation reinstated automatically after the period of suspension and can practise as a site supervisor for the remaining duration of accreditation stated in his/her accreditation certificate.

Member whose accreditation has been revoked may re-apply for accreditation after a minimum of two years from date of revocation. In such a case, applicant will have to demonstrate and satisfy the JAC that he/she can uphold the dignity, standing and reputation of the Accredited Site Supervisor profession; and that he/she will not re-commit further criminal offence(s). Notwithstanding the above conditions, JAC is not bound to assign any reasons for rejecting any application.

- (g) An Accredited Site Supervisor who is aggrieved by any decision of the JAC may within 14 days of the decision, appeal to the Chief Executive Officer of BCA ("CEO, BCA") whose decision shall be final. Where the Accredited Site Supervisor concerned has appealed to CEO, BCA, any course of action decided by the JAC shall not take effect until the action/decision is confirmed by CEO, BCA or the appeal is for any reason dismissed by CEO, BCA or withdrawn. Any course of action or decision of the JAC confirmed by CEO, BCA in relation to sub-Clause 3(e)(iii) or (iv) shall not take effect until the expiration of 14 days after the JAC has notified the Accredited Site Supervisor on the dismissal of his appeal, in writing.
- (h) A member whose accreditation is suspended or revoked shall immediately cease to perform the duties of an Accredited Site Supervisor.