



Earth Control Measures Officer Registry

c/o The Institution of Engineers, Singapore
70 Bukit Tinggi Road, Singapore 289758
Tel: 64611241/6469500 Email: qecp@iesnet.org.sg



ASSOCIATION OF
CONSULTING ENGINEERS
SINGAPORE

TERMS AND CONDITIONS FOR REGISTRATION

1. OBJECTIVES OF IES EARTH CONTROL MEASURES OFFICER REGISTRATION

Establishing effective Earth Control Measures (ECM) at the construction site is an important skill for construction site personnel. Proper ECM would prevent muddy water from affecting our waterways and reservoirs. Therefore, **The Institution of Engineers, Singapore (IES)** has set up an industry-based registry for the registration of ECM trained personnel. The Registry will:

- a. Establish a list of registered IES Earth Control Measures Officer (ECMOs) for the use by the construction industry.
- b. Assist the construction industry in maintaining a list of registered ECMOs who have undergone the Certificate on Competency (CoC) in Earth Control Measures (ECM) training and who also have the necessary experience in erosion and sediment control for construction sites in Singapore.
- c. Serve the procurement needs of the construction industry for suitably qualified and competent ECMOs
- d. Assist the ECMOs toward achieving better quality and standards of earth control measures (ECM) through continuing education and training.

2. QUALIFYING CRITERIA

To register as an ECMO, candidates must possess or meet the following criteria:

- a. Make a written application in accordance with the format and requirements as stipulated in the application form;
- b. Have a qualification of diploma of degree in any engineering discipline, construction related field or equivalent; or

NITEC certificate in any technical discipline or equivalent, with minimum 2 years construction supervisory experience; or

Minimum 3 years' experience on construction supervision or equivalent.

- c. Obtained a valid certificate of attendance of Certificate on Competency (CoC) in Earth Control Measures (ECM) organized by IES.



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Applicants are expected generally to have executed earth control measures works. In addition to the requirements, applicants are expected to have a consistently good performance record. Those with poor performance history may be refused registration.

Successful applicants are entitled to use the designated abbreviation ECMO.

3. SUBMISSION OF DOCUMENTS

All applications shall be submitted in the prescribed application form. The application form shall be duly completed. It is the applicant's responsibility to ensure completeness of the submissions. Incomplete submissions will be rejected. **Processing will commence only after the submissions are found to be in order.**

3.1 For New Registration:

Application of new registration shall include the following completed documents:

- i. Application form;
- ii. A report detailing relevant ECM experience, duly certified by immediate supervisor, employer or Professional Engineer;
- iii. Copy of academic qualification;
- iv. Copy of valid certificate of completion for CoC in ECM issued by IES after successful completion of the course.

3.2 For Renewal Registration:

Renewals shall be made one month before the expiry of the validity period. Application of renewal of registration shall include the following completed documents:

- i. Renewal form;
- ii. Updates of relevant ECM experience, duly certified by immediate supervisor, employer or Professional Engineer;
- iii. Updates of personal particulars or employment.

The Registry reserves the rights to reject the registration without stating any reasons.

4. FEES PAYABLE

All applications shall be accompanied by cheque/bank draft for the appropriate processing fee as stated in the fee structure. The total fee structure of **\$ 110.00 subject to GST** for all applications is as follows:



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- i. Application Fee: \$50.00 subject to GST (For new application and non-refundable).
- ii. Subscription Fee: \$60.00 per year subject to GST.

Cheque shall be crossed and made payable to “**IES ECMO Registry**”. Application fee paid is not refundable. Subscription fee will be refunded on unsuccessful applications. The ECMO Registry may adjust the fees without giving any prior notice. Fee is subjected to GST w.e.f 5 October 2012.

Registration number (if any) must be quoted in all correspondence and application is to be submitted personally or by post to:

Earth Control Measures Officer (ECMO) Registry
c/o The Institution of Engineers, Singapore
70 Bukit Tinggi Road, Singapore 289758

5. REFERENCES

In the course of processing the applications, reference may be obtained from the applicant's employer/professional engineers/clients who have administered the works of the applicant. It is implied that the applicant has authorised the ECMO Registry to make all necessary enquiries relating to the applicant.

6. PROCESSING TIME

Under normal circumstances, if the submissions are complete and in order, the applicants will be informed of the outcome within four weeks.

Applicants are advised to apply for renewals one month before the expiry of the validity period of their registration certificates. Processing is on first-come-first-serve basis.

7. REGISTRATION STATUS

Registration status shall be accorded only to applicants who the ECMO Registry considers as having sufficient experience and technical expertise to undertake earth control measures. The requirements stipulated, as set forth shall be taken as defining only the minimum requirements expected of an applicant.

8. AUTHORITY OF ECMO Registry



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The ECMO Registry reserves the right to review the registration status of the registered applicants from time to time.

The ECMO Registry may de-register the applicants from the register if the applicants fail to fulfil the registration requisites or fail to demonstrate/provide good ECM services

The ECMO Registry is not bound to accept any application notwithstanding that the applicant may have complied with the minimum requirements as set forth in this T&C. Furthermore, the applicant is also deemed to accept that the ECMO Registry is not bound to assign any reasons for rejecting applications or de-registering an applicant from the QECP register.

9. UPDATES OF APPLICANTS' PARTICULARS

A registered ECMO is required to advise the ECMO Registry immediately for any changes in its professional status, address or any other pertinent particulars, which may occur from time to time. It should be noted that registration status is accorded to the applicant on the basis of the applicant's particulars at the time of application. The ECMO Registry reserves the right to revoke or modify the registration status in the event of any development or change in the applicant's particulars which, in the opinion of the ECMO Registry, renders the applicant unsuitable to be accorded the current registration status.

Notification of change of applicant's particulars shall be in writing and accompanied by copies of the supporting documents and addressed to the ECMO Registry. In addition, the ECMO Registry may periodically require registered applicants to furnish pertinent particulars for the purpose of assessing the eligibility of their continued registration with ECMO register.

10. CERTIFICATE OF REGISTRATION / LICENCE

The Certificate of Registration and licence are the property of the ECMO Registry and must be surrendered to the ECMO Registry whenever the registered applicant is debarred or terminated.

11. VALIDITY

The validity of any registration is for a period of **two (2)** years from the date of approval of registration. Registration will thereafter lapse automatically unless a renewal is filed and approved by the ECMO Registry.

12. OTHER SUPPORTING DOCUMENTS FOR APPLICATION



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Applicant may be requested by the ECMO Registry to produce further supporting documents and this is to be produced within 7 working days, failing which the application will be rejected and considered unsuccessful. Applicant may also be called for interviews.

13. OUTCOME OF APPLICATION AND FINAL APPROVAL

The ECMO Registry will notify each applicant on the outcome of the application as soon as the case has been processed. Upon compliance with all the Terms and Conditions of Registration, the applicant will be issued with a Certificate of Registration and a licence. The ECMO Registry reserves the rights to reject any applications without stating any reasons.

14. ECMO REGISTRATION PANEL

The ECMO Registry comprises a Registration Panel endorsed by the IES President and supported by PUB. It consists of members from IES and PUB who administrates the registration of ECMOs in accordance with the registration terms and conditions. Administration and legal support for the Registry are provided by IES.

15. SUSPENSION OR CANCELLATION OF THE CERTIFICATE OF REGISTRATION

The Registration Panel may review the registration upon the receipt of feedback or information of poor performing ECMO from PUB or any other sources.

The Registration Panel may at its sole discretion suspend or cancel the certificate of registration at any time and without any obligation to give reasons if the registered ECMO has contravened the criteria set up for the registration, or has a record of misconduct/poor performance.

16. DISCLAIMER

The registration of an applicant should not be taken as any endorsement or acceptance of the applicant's performance or financial standing and IES and the Earth Control Measure Registry expressly disclaim any liability arising out of or in connection with reliance or otherwise on the registration of any applicant.