RENEWAL FORM
IES / ACES (C&S) Resident Engineer &
Resident Technical Officer Accreditation

Please tick

☐ Resident Engineer  ☐ Resident Technical Officer

Reg. no.  Reg. no.

Renewal fee: S$64.20 /calendar year inclusive of 7% GST
• If you are paying by cheque, please make cheque payable to “IEH - ACESing Joint Registry” and
• Indicate clearly, your RE or RTO Registration no. & Full name, at the back of the cheque.
• Please do not staple the cheque with other documents.

Attached recent photo here

Note:
1. If your certification has not been renewed for more than 3 years, you are required to re-apply for RE/RTO certification; PE Endorsements are required on the application form and supporting documents as per any new application. A renewal application form may be submitted after the re-application has been approved by JAC.
   (Note: Please note that it is a contravention of the Building Control Act to work as C&S RE/RTO without a valid accreditation certificate.)

2. All sections of the application form, including APPENDICES I, II and III are to be duly completed and signed before submission. Incomplete submission will not be accepted for processing.

3. In APPENDIX I, please update change in qualification and list the details of your past employment / practical experience corresponding to the projects you would be submitting QPS assessment (up to 3 Projects in qualifying period, past 12 months taking reference from the date of renewal application submission)

4. You are required to meet the Continuing Professional Development (CPD) requirement of attaining minimum 6 STU (Structural) & 2 STU (Safety) on a yearly basis to renew your certification. However, if the certification has not been renewed last calendar year, 9 STU (Structural) & 2 STU (Safety) are required for renewal instead. Please update your Training Record in Appendix II. Please CLICK HERE to view the detail of STU requirement.

5. Do keep a copy of CPD record (Appendix II) for your reference at the next renewal.

6. Please CLICK HERE to view courses approved by JAC.

7. Since 14th September 2015, submission of Performance Assessment Report (APPENDIX III) has been a requirement for renewal of certification; a Performance Assessment Report (APPENDIX III) of you by the Structural Qualified Person in-charge of the project is to be submitted for each project you supervised during the qualifying period. If you have 3 or more projects, only 3 Performance Assessment Reports are required to be submitted.

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8. If you did not involve in any site supervision project during the qualifying period, you are required to make declaration in Part 3 of the form and submit a letter from your employer (dated not more than 6 months ago upon submission) stating your roles and responsibilities during the period.

9. If you are age above 65 (based on calendar year), you need to be certified fit for duty before your renewal application can be approved by submitting a medical letter from General Practitioner or CLICK HERE to download the Medical Examination form from website certifying that you are physically fit for duty.

10. If you are a Professional Engineers (PE) with valid practicing certificate in Civil & Structural discipline, you are not required to register or renew you certification as REs or RTOs.

11. To help us to help you, you are encouraged to submit renewal application via email to re.rto@iesnet.org.sg indicating your name, RE/RTO number and year of renewal. You may make online payment here. Alternatively, you may send completed application or cheque payment to:

Joint Accreditation Committee (C&S)
C/o The Institution of Engineers, Singapore
70 Bukit Tinggi Road
Singapore 289758

Submission Checklist:
☐ Duly completed and signed renewal form (with colored photo)
☐ APPENDIX I Updates of Academic Information / Detail of Past Employment and experience (during past 12 months)
☐ APPENDIX II STU record (copies of certificates or proof of attendance required)
☐ APPENDIX III Performance Assessment Report of RE & RTO (C&S) by QPS for each project supervised
☐ Letter of Employment to indicate your position held, roles and responsibilities if you are not submitting
☐ Medical letter or medical examination form for applicants Age above 65 (based on calendar year)

RE (TUNNEL) and RTO (TUNNEL) Application
For those who are seeking Specialist Accreditation as RE (T) or RTO (T) please download form Appendix A from website http://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/RERTOTunnel.pdf

1. PERSONAL PARTICULARS
☐ Dr. ☐ Mr. ☐ Mrs. ☐ Mdm. ☐ Ms. Name of Applicant in BLOCK letters

NRIC/SPR/FIN. no.* Nationality:

Date & Place of birth (dd/mm/yyyy): Address:

Contact No: Email address:
2. CURRENT EMPLOYMENT

Please tick
☐ Appointed RE/RTO on site  ☐ Public Agencies
☐ C&S Consultancy  ☐ Developer
☐ Builder  ☐ Others (Please specify)

Name of Current Employer:

3. DECLARATION

☐ I am not being investigated and have not been charged or convicted of criminal offence under Singapore Law.
*Please provide details if the box is not selected

☐ I have not been found guilty of fraudulent or grossly improper conduct in the discharge of any professional duty in Singapore
*Please provide details if the box is not selected

☐ I declare that I did not involve in any site supervision as RE or RTO from ___________ to ___________.
(Applicable for REs and RTOs who could not submit APPENDIX III due to no project.)
*Please submit the letter from employer to indicate your position and responsibilities.

☐ I declare that I am unemployed from _______________ to _______________.

☐ I declare that the particulars (and all the documents) and any subsequent document(s) and information provided in support of this application are true, correct and complete to the best of my knowledge and belief, and I have not wilfully suppressed any material facts.
(If any of the above information is found to be untrue, you will be referred to the Disciplinary Committee for investigation.)

4. SIGNATURE

Name of Applicant: _____________________________ Date: _______________

Signature: _____________________________

FOR OFFICE USE ONLY

Processing Officer: _____________________________ Date: _______________

Signature: _____________________________

Disclaimer: The accreditation of an individual should not be taken as any endorsement or acceptance of the individual’s performance and IES, ACES, TUCSS and the IES/ACES Civil & Structural Resident Engineer and Resident Technical Officer Accreditation Committee and Advisory Committee expressly disclaim any liability arising out of or in connection with reliance or otherwise on the accreditation of any individual.

* Please delete accordingly

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# ACADEMIC QUALIFICATION

<table>
<thead>
<tr>
<th>Degree / Diploma / Others</th>
<th>Name of University / College / Institute / Polytechnic</th>
<th>Country</th>
<th>Year of graduation</th>
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# DETAILS OF PAST EMPLOYMENT / PRACTICAL EXPERIENCE
(Max 3 Projects in the past 12 months even if you are not working as RE/RTO)

<table>
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<tr>
<th>Name of Project (Starting from recent)</th>
<th>Date</th>
<th>Name of Firm</th>
<th>Position held and Degree of Responsibility (to include some indication on the magnitude and complexity of work)</th>
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**STU (Supervision Training Units) Record**

For RE/RTO Certification renewal for calendar year 2016 onward, RE and RTO are required to attain the minimum *8 STU* (Supervision Training Units), comprising of **6 STU (Structural)** for supervision in structural works training and **2 STU (Safety)** for Safety Training.

*Certificate of attendance of STU attainment or Proof of attendance are required. This is compulsory, please attach with renewal Application*

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name/Title of Training</th>
<th>Date of Training</th>
<th>Name of Training Provider</th>
<th>STU (Structural)</th>
<th>STU (Safety)</th>
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Max. cap at 12 STU (structural) and 4 STU (safety) within the past 12 months

RE/RTO is advised to keep a copy of this Record for reference and for next renewal.

**Total:**

For renewal of 2019

STU bring forward to next year

Updated 11 September 2018
Performance Assessment Report for RE & RTO (C&S)

RE/RTO Name

NRIC/Passport/I.D. no.

Registration no.

Period of Assessment

From (dd/mm/yyyy)

To (dd/mm/yyyy)

Project Title

Project Reference no.

* Up to 3 forms are required if the RE/RTO had supervised more than 1 project during the ONE year period before each renewal

Qualified Person’s (Supervision) Assessment:

<table>
<thead>
<tr>
<th>Quality/Characteristic</th>
<th>Scope of assessment</th>
<th>Rating (1 - 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Technical competency &amp; experience</td>
<td>Possess adequate knowledge and experience to carry out supervision of structural works at site to ensure construction works are in accordance with the approved structural plans.</td>
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<tr>
<td>2 Resourcefulness &amp; responsiveness</td>
<td>Able to resolve various site technical issues and demonstrate ability to response to QP’s instruction to resolve the issues.</td>
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<td>3 Vigilance in inspection</td>
<td>Inform QP promptly if construction irregularities are detected on site.</td>
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<tr>
<td>4 Monitoring &amp; instrumentation</td>
<td>Regularly check the instrumentation monitoring readings, and able to observe tell-tale sign of construction impact onto adjacent building properties.</td>
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<tr>
<td>5 Diligence in documentation</td>
<td>Keep and update all site records and plans in an orderly manner, and able to produce required records and plans promptly for site inspection.</td>
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<tr>
<td>6 Work attitude &amp; attendance</td>
<td>Demonstrate positive working attitude, maintain regular attendance, and arrive punctually to work.</td>
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<tr>
<td>7 Minimise abortive work</td>
<td>Able to work with the builder and his sub-contractors in carrying out inspections promptly at different stages of construction to minimise major shortcomings at final inspection.</td>
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<tr>
<td>8 Adhere to site inspection schedule</td>
<td>Adhere to the site inspection schedule prepared by the builder to avoid disruption to the overall progress of the construction works at site.</td>
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<tr>
<td>9 Safety awareness</td>
<td>Inform QP promptly if any associated work (e.g. ERSS or falsework) are carried out in an unsafe manner.</td>
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<tr>
<td>10 Communication</td>
<td>Able to communicate effectively with QP and project parties.</td>
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Any other remarks

Overall Rating Scale

< 50 50 - 59 60 – 79 80 - 89 90 - 100

Poor Satisfactory Good Very Good Excellent

Qualified Person (QP) for Structural Works’ Stamp & Signature

QP’s Name: ____________________________ Date __________

QP’s Email: ____________________________

QP’s Contact Number: __________________

Please tick if applicable:

☐ QP who undertake to submit the assessment report SEPARATELY, has to complete within 7 working days from date of endorsement to JAC by email to re.rto@iesnet.org.sg or mail the complete endorsed report to:

Joint Accreditation Committee (C&S)
C/o The Institution of Engineers, Singapore
70 Bukit Tinggi Road, Singapore 289758

QP’s Endorsement & Date

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