



**APPLICATION FOR  
IES/ACES  
Civil & Structural RESIDENT TECHNICAL OFFICER (RTO)  
ACCREDITATION**



<p><u>Note:</u></p> <ol style="list-style-type: none"><li>1. Application Fee: S\$21.80 (non-refundable) and Subscription Fee: S\$65.40 per calendar year upon approval</li><li>2. Payment by NETS at IES or cheque made payable to <b>IEH-ACESing Joint Registry</b></li><li>3. To attach a copy of your <b>academic qualification and complete mark sheets/official notarial transcripts (original and in English), Diploma certificate and complete mark sheets/official notarial transcripts needed if there is exemptions/ advance standing for Bachelor Degree</b></li><li>4. A copy of front and back of your Identification Card</li><li>5. To bring along original academic qualification and complete mark sheets/official notarial transcripts (original and in English) for verification at IES</li><li>6. Processing time under normal circumstances is 2 months</li><li>7. If you are aged above 65 (based on calendar year), you are required to submit a medical letter to state that you are physically fit for work in construction industry</li><li>8. For Re-Application, to attach a copy of Employment Letter or Declaration (For Unemployed ONLY)</li><li>9. Please email us at <a href="mailto:re.rto@iesnet.org.sg">re.rto@iesnet.org.sg</a> the application forms and supporting documents before Submitting physically to IES</li><li>10. Please note that you are required to do online submission here: <a href="https://www.ies.org.sg/ccms.r?pageid=6027&amp;TenID=IES">https://www.ies.org.sg/ccms.r?pageid=6027&amp;TenID=IES</a> before submitting physical copy to us (Applies for 1st timer ONLY)</li></ol> <p style="color: red;"><b>Application form to be duly completed with all original endorsement to be submitted. Incomplete submission of documents will be rejected.</b></p>	<b>Passport Size Photo</b>
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A	Personal Particulars
	<p>1 Full Name (in block letters): *Dr/Mr/Mrs/Ms/Mdm _____ (Underline surname)</p>
	<p>2 Identification No: _____ Nationality: _____ *(Singapore NRIC/SPR/FIN)</p>
	<p>3 Date and Country of Birth: _____ Written/Spoken Language _____</p>
	<p>4 Telephone No: _____ (Home) _____ (Office/HP)</p>
	<p>5 Home Address: _____ _____ _____</p>
	<p>6 Email Address : _____</p>
B	Eligibility
	<p># Entry Qualification:</p> <p>1 <input type="checkbox"/> Degree from any local/foreign university: _____ (Date of Degree: _____)</p> <p>2 <input type="checkbox"/> Diploma from any local/foreign polytechnic in Civil Engineering or Structural Engineering: _____ (Date of Diploma: _____)</p> <p>3 <input type="checkbox"/> Others : _____</p>



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Note: It is an offence to make or produce to the Joint Accreditation Committee any document, declaration, certificate, report, record or notice which is false in a material particular. IES reserve the rights not to disclose any information pertaining to the project detail and the relevancy of experience from the committee.

C	<p><b>Current Employment (tick accordingly)</b></p> <p>1. <input type="checkbox"/> Appointed RTO on site  2. <input type="checkbox"/> C &amp; S Consultant  3. <input type="checkbox"/> Builder  4. <input type="checkbox"/> Developer  5. <input type="checkbox"/> Public Agencies  6. <input type="checkbox"/> Others (please state _____)</p> <p>Name of Current Employer: _____</p>
D	<p><b>Criminal Record (tick accordingly)</b></p> <p>Any criminal conviction/offence under Singapore Law</p> <p><input type="checkbox"/> Yes*      <input type="checkbox"/> No</p> <p>If Yes*, please provide details (if space below is insufficient, please attach)</p> <p>_____</p> <p>_____</p> <p>_____</p>
E	<p><b>Resident Technical Officer Declaration</b></p> <p><b>I hereby declare that all the particulars and information provided in this form and the appendices attached are true and accurate to the best of my knowledge.</b></p> <p><b>I hereby declare that I have read and will abide to the Terms and Conditions for accreditation as well as the Rules for Professional Conduct and Discipline.</b></p> <p><b>PERSONAL DATA PROTECTION ACT</b>  I consent to the processing by Institution of Engineers, Singapore of personal data, including sensitive personal data as defined in the Data Protection Act 2014, about me for the proper purposes of Institution of Engineers, Singapore (IES). I undertake to observe the provisions of the Data Protection Act 2014 in relation to any personal data I may myself hold and process as a Members of Institution of Engineers, Singapore, and I agree to indemnify Institution of Engineers, Singapore from liability for any claims or damages that may arise from the processing of this data. For more information kindly refer to: <a href="http://www.ies.org.sg/PDPA">www.ies.org.sg/PDPA</a></p> <p>_____  Signature of Applicant for  Resident Technical Officer</p> <p>_____  Date</p>
F	<p><b>Professional Engineer Declaration (<i>any one of the supervising Professional Engineers as in Appendix 1</i>)</b></p> <p><b>I have personally checked and verified the above, the Resident Technical Officer's academic qualifications, and the years of practical experience in site supervision of structural works. I declare that he possesses the required qualifications and experience (see Appendix 1), if applicable, as prescribed. I am fully aware that I shall be liable for an offence if I knowingly make or produce any information which is false.</b></p> <p>_____  Professional Engineer Stamp and Signature</p> <p>_____  Date</p>

DETAILS OF POST-GRADUATE CONSTRUCTION EXPERIENCE  
(all fields to be duly completed)

Appendix 1

Applicant Name : \_\_\_\_\_

Date of involvement (dd/mm/yyyy) From - To	Details of Work Experience				Employer	Verification by the supervising Professional Engineer of the project+ (Sign , Stamp & date of endorsement)
	Project Title				Name	
	Project Reference no.					
	Cost of Project					
	Position Held					
	Describe in detail types of structural works supervised and degree of responsibilities in each engagement <i>(If space below is insufficient please attach additional pages)</i>	Duration of involvement in LOCAL Site supervision Indicate the number of months involved in each engagement in the Project <i>(please specify)</i>	Full Time or Part Time <i>(please specify)</i>	Name of the supervising Professional Engineer for each project <i>(please specify)</i>	Address	
<b>Total (Years &amp; Months)</b>						

+ To be endorsed by **supervising Professional Engineer in Civil or Structural Engineering discipline.**

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**Notes:**

Applications **must** be accompanied with

A duly completed prescribed application form; and

**One** of the following academic qualification:

1. A Degree from any local university or a Diploma from any local polytechnic in Civil Engineering or Structural Engineering;
2. A Diploma in any construction-related field from any local polytechnic or Diploma in Construction Engineering from the Building and Construction Authority Academy, and has at least one year of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control;
3. A Diploma or higher certificate from any foreign polytechnic in Civil Engineering or Structural Engineering, and has a at least **two years\*** of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control;
4. A Degree from any foreign university in Civil Engineering or Structural Engineering, and has at least two years\* of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control;
5. National Certificate on Construction Supervision (NCCS) from the Building and Construction Authority Academy and has at least one year of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control.

Please take note that application will be considered rejected if:

- a) incorrect information is submitted for the second review
- b) applicants failed to provide the necessary supporting documents within 1 month after the communication

*Interview may be arranged to verify the academic qualification and the relevant practical experience in full-time supervision of structural works before the RTO accreditation. A Professional Engineer with a valid practicing certificate in the Civil or Structural engineering discipline is not required to be accredited as a RTO.*

***\*As of 15 Dec 2017, the BCA regulations state that the requirement for relevant practical experience in the case of resident technical officers is amended from one year to two years.***

**ADDITIONAL INFORMATION FOR ACCREDITATION OF RTO (TUNNEL)**

**Supporting Documents for application:**

- 1) Application form, which can be obtained:  
<http://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/RERTOTunnel.pdf>
- 2) Proof of TUCSS Membership
- 3) 2 reference letters confirming the tunneling experience; at least 1 of the references shall be from the project client/QPS.
- 4) Resume/ CV with job history showing minimum 2 years' experience in the construction supervision of tunneling works (tunneling works means bored tunneling with segmental lining).
- 5) Must be accredited as RTO as pre-requisite

See TUCSS website <http://www.tucss.org.sg/> for requirements and further details.

**SUBMISSION OF DOCUMENTS BY HAND TO**

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