



ERB-ReTAD-FRM-005



Rev: 00

PROFESSIONAL ENGINEERS

EVALUATION FORM

1.0 Personal Particulars of Applicant

1.1 Name: _____ File No: _____

1.2 Age (Years): _____

1.3 Academic qualifications:

Name of Institution	Course of Study	Year completed	Awards(s)

1.4 Accreditation of the engineering programme(s) pursued:

Yes ☐ No ☐

1.5 Documents (certified copies) attached:

- (i) Advance Diploma in Engineering or equivalent: Yes ☐ No ☐
- (ii) B.Sc(Engineering)/B.E/B.Tech: Yes ☐ No ☐
- (iii) B.Sc(Geology/General): Yes ☐ No ☐
- (iv) M.Sc(Engineering): Yes ☐ No ☐
- (v) Ph.D(Engineering): Yes ☐ No ☐
- (vi) PgD(Engineering): Yes ☐ No ☐
- (vii) Employment contract: Yes ☐ No ☐
- (viii) Passport Yes ☐ No ☐
- (viii) ☐ Detailed curriculum vitae



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- (ix) ☐ Technical report
- (x) Academic transcript(s) for: _____
- 1.6 Registration with other engineering regulatory boards (specify): _____
- 1.7 Membership to professional bodies (specify): _____

2.0 Particulars of the application

2.1 The application is in respect of registration to the category of:

- (i) ☐ Incorporated Engineer
- (ii) ☐ Professional Engineer
- (iii) ☐ Temporary Professional Engineer
- (iv) ☐ Consulting Engineer
- (v) ☐ Temporary Consulting Engineer

2.2 Branch of engineering/field of practice for which registration is sought: _____

3.0 Post-graduation Training

This shall include research work but excludes practical experience prescribed for a degree or diploma training

3.1 Structure of training:

Structured ☐ Non-structured ☐

3.2 Research work on: _____

3.3 Years of experience since graduation: _____



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4.0 Practical Experience

- (1) *It is not necessarily expected that an applicant will have received training in all the sub-branches of his/her branch of engineering.*
- (2) *The work must be of intellectual and of sufficient variety. It should not be routine in nature.*

5.0 SECRETARIAT'S PRELIMINARY EVALUATION

5.1 Summary of Employment records:

Duration	Company	Position

5.2 Secretariat Observations

5.3 Secretariat Recommendations

Signature

Date



United Republic of Tanzania
Ministry of Works
Engineers Registration Board (ERB)

P.O BOX 2768, Mhandisi Annex, Plot Number 13, Block "A"
Tambukareli Street- NCC, Dodoma Tel: +255 26 2960086/87



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Processed by Registration Officer: _____

Evaluated by AR-ReTA _____

AR-E _____

Registrar _____

Evaluators: (1) _____

(2) _____

(3) _____

6.0 RETAC EVALUATION

6.1 Field/Site/Workshop Experience

(i) Duration (Years): _____

(ii) Maintenance experience: Good ☐ Fair ☐ Poor ☐

(iii) Ability to use theoretical and applied knowledge in independent practice Good ☐ Fair ☐ Poor ☐

(iv) Problem diagnosis (Trouble shooting) Good ☐ Fair ☐ Poor ☐

(v) Problem investigation and solving Good ☐ Fair ☐ Poor ☐

(vi) Laboratory work (where applicable): Good ☐ Fair ☐ Poor ☐

(vii) Trouble shooting: Good ☐ Fair ☐ Poor ☐

(viii) Machine and workshop practice: (where applicable) Good ☐ Fair ☐ Poor ☐

6.2 Design Experience

(i) Application of engineering standards: Good ☐ Fair ☐ Poor ☐

(ii) Innovative concepts: Good ☐ Fair ☐ Poor ☐

(iii) Balance between technical effectiveness and costs Good ☐ Fair ☐ Poor ☐

(iv) Design calculations and drawings: Good ☐ Fair ☐ Poor ☐

(v) Specifications: Good ☐ Fair ☐ Poor ☐



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(vi) Quantities and estimating: Good ☐ Fair ☐ Poor ☐

6.3 Academic Experience (Minimum 10 years):

(i) Name of institution _____

(ii) Subjects taught and level _____

(iii) Experience in research: Good ☐ Little ☐ None ☐

(iv) Relevance of the research work(s) to engineering applications: High ☐ Medium ☐ Low ☐

(v) Immediate applicability of the Research finding(s): High ☐ Medium ☐ Low ☐

(vi) Experience in engineering problem solving: Good ☐ Fair ☐ Poor ☐

6.4 Management

(i) Ability to make effective engineering decisions: Good ☐ Fair ☐ Poor ☐

(ii) Ability of innovative planning, design and management: Good ☐ Fair ☐ Poor ☐

(iii) Staff and Labour Management: (Material, labour etc) Good ☐ Fair ☐ Poor ☐

(iv) Programming and Estimating Good ☐ Fair ☐ Poor ☐

(v) Maintenance Management: Good ☐ Fair ☐ Poor ☐

(vi) Staff and Labour Management: Good ☐ Fair ☐ Poor ☐

(vii) Costing and accounts: Good ☐ Fair ☐ Poor ☐

(viii) Quality assurance: Good ☐ Fair ☐ Poor ☐



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(ix) Safety: Good ☐ Fair ☐ Poor ☐

(x) Environmental issues: Good ☐ Fair ☐ Poor ☐

7.0 EVALUATION BY EVALUATORS

7.1 Evaluator's Observations

An applicant is registrable if overall assessment is good in two (2) or fair in three (3) areas of assessment. In the case of civil/structural engineering experience in design is mandatory.

7.2 Evaluator's Recommendations

Evaluator: Name -----

Signature -----

Date -----

8.0 EVALUATION BY THE RETAC

8.1 ReTAC Observation

8.2 ReTAC Recommendations



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8.3 ReTAC Members

S/N	Name	Position	Signature	Date
1.				
2.				
3.				
4				
5				
6				