



ERB-ReTAD-FRM-007



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CONSULTING ENGINEER - EVALUATION FORM

1.0 Personal Particulars of Applicant

1.1 Name: _____

File No: _____

1.2 Professional Engineer Reg. No. _____

1.3 Specialist field of practice applied for _____

1.4 Work Experience (Minimum 5 years after registration as Professional Engineer)

Business Requirement

- Business Name _____
- Business Office _____
- Physical Address _____
- Telephone _____
- Fax _____
- Practice (Specify discipline in which qualified and registered as PE) _____
- Agree to adhere to standardized minimum fees (ERB) _____
- Agree to abide by code of conduct/ethics as stipulated by Bye-laws (ERB) _____

1.5 Age (Years): _____

1.6 Academic qualifications:

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



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1.7 Accreditation of the engineering programme(s) pursued:

Yes ☐ No ☐

1.8 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 | | |

(ix) Academic transcript(s) for: _____

1.9 Registration with other engineering regulatory boards (specify): _____

1.10 Membership to professional bodies (specify): _____

2.0 Particulars of the application

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

- (ii) ☐ Local Consulting Engineer
- (iii) ☐ Temporary Consulting Engineer



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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: _____

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 PRELIMINARY EVALUATION BY SECRETARIAT

5.1 Summary of Employment records:

Duration	Company	Position



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5.2 Secretariat Observations:

5.3 Secretariat Recommendations:

	Signature	Date
Processed by Registration Officer:	_____	_____
Evaluated by AR-ReTA	_____	_____
AR-E	_____	_____
Registrar	_____	_____

5.4 Circulation: (1) _____ (2) _____
(3) _____

6.0 EVALUATION BY INDEPENDENT EVALUATORS

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 ☐



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(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 ☐

(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 ☐ |
| (ix) Safety: | Good ☐ | Fair ☐ | Poor ☐ |
| (x) Environmental issues: | Good ☐ | Fair ☐ | Poor ☐ |

6.5 Evaluator's Observations

6.6 Evaluator's Recommendations

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.

6.7 Evaluator: Name -----

Date -----Signature -----



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7.0 EVALUATION BY INTERVIEW PANEL

7.1 Interview results

Experience	Satisfactory	Unsatisfactory	Remarks
Planning and Design			
Field			
Management			
Overall ranking			

Comments on interview _____

7.2 Interview Panel observations

7.2 Interview Panel Recommendations

7.3 Interview Panel Members:

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

8.0 EVALUATION BY THE REGISTRATION AND TECHNICAL



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AFFAIRS COMMITTEE (ReTAC)

8.1 ReTAC Observations

8.2 ReTAC Recommendations

8.3 ReTAC Members

S/N	Name	Position	Signature	Date
1.				
2.				
3.				