

**APPLICATIONS FOR REAPPOINTMENT TO THE SUPERVISING ENGINEERS PANEL
NOTES TO ACCOMPANY APPLICATION FORM**

Candidates wishing to submit an application should use forms *RC05 and RC06*. These electronic forms have been designed to present all relevant information in the required format so that applications can be assessed and processed in a timely and efficient manner. The forms are in “fillable” pdf format and contains standard fields. The forms should be saved with a unique file name upon completion or at intermediate points, if so required.

The forms will be retained by the ICE so as to demonstrate that the required standards of competency are being maintained.

The fields on the fillable forms have been sized generously so as to provide applicants with the opportunity to express themselves. Applicants need not fill every column inch of all fields in the form. Panel engineers need to be able to communicate in a concise and effective manner and forms *RC05 and RC06* will also be used to assess the ability of candidates in this respect.

You should not alter the general format, insert additional pages, or change the nature of the fields in the template.

Particular Notes:

Application – Form RC05

Section 2 Jurisdiction

Tick all countries in which the applicant wishes to take on commissions. Please note that this will require an appropriate standard of knowledge of the legislation applying to that territory.

Section 3 Relevant qualifications

Insert qualifications from full-time or part-time education at tertiary level only, e.g. HNC, Bachelor degree, Masters degree, PhD, etc. Include year of award, class and awarding body.

Section 4 Professional affiliations

Include membership of professional institutions (date and grade), learned societies, Chartered Engineer /Chartered Scientist.

Section 5 Particulars of present employment

Insert details of role. Include details outlining the nature of activities, responsibilities held, etc. Include an assessment of the percentage of your time wholly given over to activities related to the engineering, operation or administration of dams and reservoir.

Section 6 Summary of Supervising Engineer appointments (current and expired)

Fill in details of all reservoirs where you have acted as Supervising Engineer. Indicate the reservoir name, its completion date, height, capacity and the type of dam. If there is insufficient room to record every appointment then add this information into sections 7 and/or 12.

Section 7 Particulars of all reservoirs work carried out over the last five years

This section is for the applicant to describe projects, studies and other works that he or she has been involved with during the last five years of his / her professional career.

Section 8 Examples of applicant's work that demonstrate continuing competency as a Sup Eng

This applicant should seek to demonstrate how the stated attributes of a Supervising Engineer are being maintained. In this respect, applicants should take note of the various generic elements listed in the associate "Attributes for Supervising Engineers" document and then seek to cite examples from their career that exhibit these characteristics. It is suggested that the attribute groups that are relevant to each particular example are noted in parentheses.

Work directly related to dams and reservoirs are of particular interest but expertise in areas that are complementary to such works may also be included. It is not intended that this section be used to list projects, dams or reservoirs. Such information should be included in form RC06.

Section 9 Particulars of CPD in relation to reservoirs

This section is for the candidate to describe formal and informal training undertaken by the candidate in preparation for this application. It should focus on technical or administrative matters that relate specifically to dams and reservoirs. It is not intended that this is a list of all CPD, as such information would normally be included within ICE 2008.

Other relevant but somewhat peripheral activities, e.g. learning in connection with codes of practice or standards, modelling and analytical techniques, investigation and testing, research topics, amongst other things may also be included.

This section may also include details of attendance in person or online at evening meetings run by the various learned societies.

Section 10 Particulars of CPD in relation to health and safety

This section is for the candidate to describe formal and informal health and safety training undertaken by the candidate which has specific relevance to dams and reservoir engineering. The details of all qualifications gained by the applicant over the preceding 5 years should be summarized in this section and copies of the relevant certificates should be included with the submission.

Section 11 Details of attendance at BDS Conferences

This section is for the candidate to list his or her attendance at events organized by the BDS and associated learned societies, e.g. BGS, BHS, BTS, BHA, ICOLD, etc., and the professional institutions, e.g. ICE, IWEM, IMechE, etc.

Section 12 Any other supporting information

This part is for the candidate to present any other matter that he or she feels is not covered by previous sections. It may include information that the candidate believes will strengthen the application and demonstrate that he/she has the requisite skills and attributes of a Supervising Engineer.

Candidates may also include details of former roles and/or employments if they consider that this information is of value.

Declaration

It is essential that the candidate signs and dates the application to confirm that the information contained therein is accurate.

If details are found to contain incomplete, incorrect or misleading information for which no satisfactory explanation can be given, then the matter may be referred to the Institution to consider whether disciplinary proceedings against the applicant would be appropriate.

Form RC06 – List of Dams, reservoirs & other relevant information

The fillable fields have a ‘free-form’ format so as to allow applicants flexibility in the presentation of data. The number of characters visible in each field is constrained and applicants should take care to ensure that information cut and pasted into the documents is not lost from view when printed.

It is suggested that candidates include details of the duration of their involvement with each project/site.

General

Upon completion of the application a hard copy of all forms, supporting data and covering letters, shall be submitted to *Defra*. All documents shall be scanned and saved in pdf format prior to their dispatch and an electronic copy shall be forwarded to the Secretary of the Reservoirs Committee for information.

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