Prepared By:	Reviewed By:	Approved By:
Cindy Bailey	**Martin Lugg**	**David Gilbert**
Position: **Manager – Membership & Registration**	Position: **ECWG Member**	Position: **CEO**
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INTRODUCTION

This guide has been prepared to provide assistance to you as you compile and submit your application for Chartered Engineer (CEng) Registration.

Your application will be assessed against the competence and commitment requirements of the Engineering Council (EC) which are contained in UK-SPEC.

Please ensure you are aware of these requirements which are available from the Engineering Council website: https://www.engc.org.uk/standards-guidance/standards/uk-spec/

In order to ensure that the information required by the EC for registration is easily accessible, all applicants are required to complete a form which is available from BINDT: https://www.bindt.org/shopbindt/membership/engc-memberships/

1.0 ELIGIBILITY FOR REGISTRATION THROUGH BINDT

Applicants for Registration as a CEng must;

- Be a voting member of BINDT at the time of application, and
- Satisfy the UK-SPEC requirements for CEng.
- Demonstrate the competence and commitment relevant for registration in this section of the register.

1.1 Exemplifying Qualifications:

The following qualifications exemplify the knowledge and understanding required from Chartered Engineers:

- an appropriate Masters degree accredited or approved by a professional engineering institution, **or**
- an accredited Bachelors degree with honours in engineering or technology, **plus** either
- further learning to Masters level **or**
- an accredited integrated MEng degree.

1.2 Individual Assessment

If your qualifications do not match the above requirements, you may submit an application based on your experience *in lieu* of qualification: the so-called *individual assessment*.

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1.3 Technical Report

As an alternative, you may be asked (or may choose) to submit a technical report.

You will be advised of the most suitable course of action once your application has been reviewed by the BINDT Engineering Council Working Group (ECWG).

1.4 Applicable fees

You are required to pay a non-refundable application fee which may either have been paid via the BINDT website shop or alternatively by direct submission to Membership Services.

2.0 THE APPLICATION PROCESS - (Please refer to Figure No. 01 below)

BINDT is licensed by the EC to assess and to register successful applicants as Incorporated Engineers.

BINDT's application process is designed to provide an equitable assessment of your application and maintains records that can be audited by the EC.

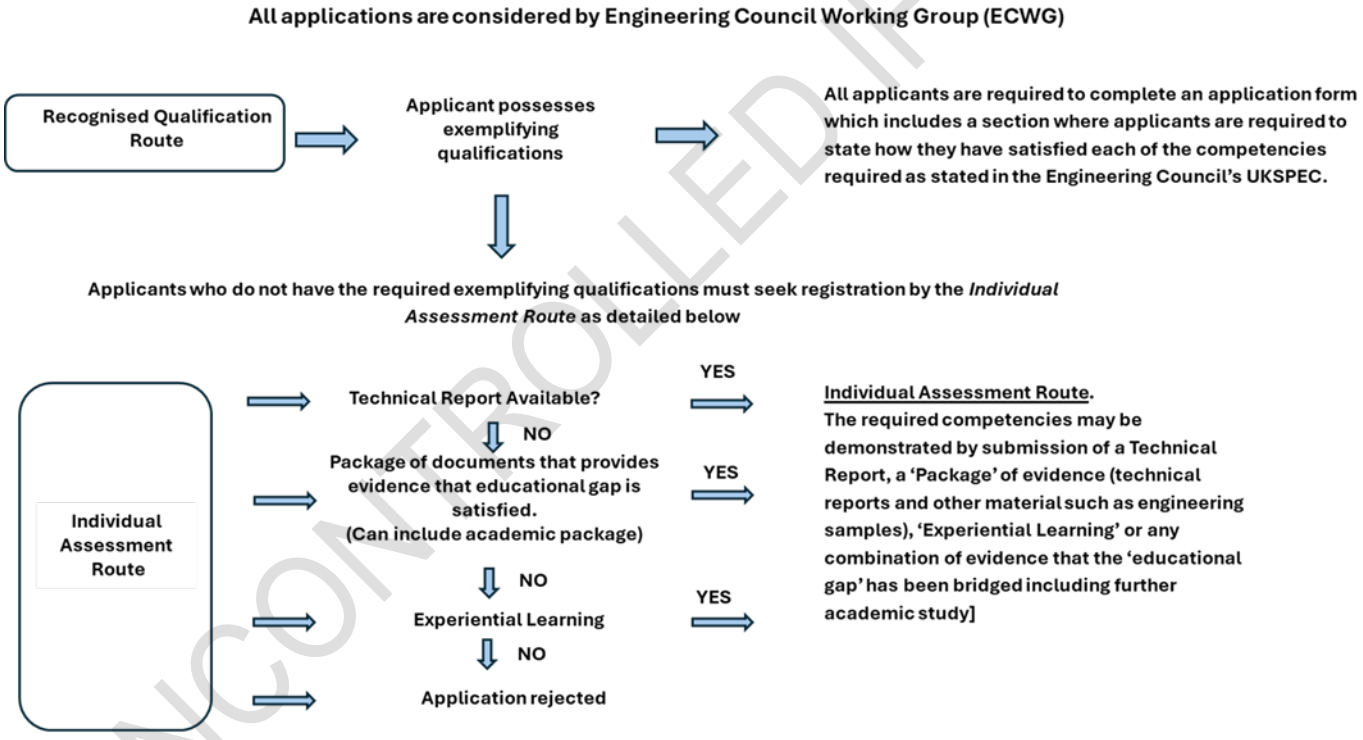


Figure No. 01 – *Evaluation of Registration Applications- Academic Attainment*

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2.1 Membership Services. Contact and Support

BINDT's Membership Services are key to the process; in particular, the Membership Services Coordinator (your point of contact).

The Coordinator will keep you informed of progress throughout the application process.

The Coordinator will be available to support your application if necessary.

If you do not understand any of the application process – please contact the Coordinator.

2.2 Additional Support

If you feel you require additional support e.g. mentoring please contact the Coordinator with your specific needs and, after due consideration, we will support you if it is reasonable and possible.

2.3 Submission of Completed Application Form

Once you have completed your application form (see below) it should be submitted to the BINDT Membership Services Dept. along with the supplementary documentation identified on the form.

On receipt, it will be registered and your qualifications checked to confirm they meet the exemplifying criteria.

2.4 Assessment Process

Assessment of your application is undertaken by three Assessors who are members of BINDT's Engineering Council Working Group (ECWG).

The Assessors have received relevant training and are deemed competent to conduct the assessments.

Every effort has been made to ensure the Assessors appointed to review your application have no conflict of interest in your application.

There are three possible outcomes of the assessment.

Assessors may determine independently that:

1. There is clear and substantive evidence that you satisfy the Engineering Council UK-SPEC competency requirements and are working at the appropriate level.

   In this case, the Assessors will recommend you are called for Professional Review Interview. (See below.)

2. The evidence indicates you are working at the required level but is insufficient to fully substantiate your Registration.

   The Assessors will recommend you are asked to provide additional information. This will inevitably delay the process.

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It is therefore in your own interests that your application form is complete and details a full yet concise account of your responsibilities and achievements giving direct evidence that you comply with UK-SPEC.

3. There is no substantive evidence of working at the required level or the evidence provided confirms that you are working at a level below CEng.

   In this case the Assessors will recommend rejection of the application.

The three independent assessments are presented to the ECWG for review and ratification.

Membership Services will advise you of the result.

3.0 COMPLETING THE APPLICATION FORM – SECTION 1

As a professional engineer, the ECWG expects to see an application which reflects your care and diligence.
Use of the electronic application form is preferred but a hardcopy form is acceptable (hand-written applications are acceptable providing they are legible).

Take time to get all aspects correct in order to give your application the best chance of success
- your future career may depend on it. Ther following sections must be completed and signed:

Personal details:
Referees:
Declaration by applicant:

3.1 Additional Guidance

The application form contains instructions, where appropriate, to help you complete it in the desired manner. The following additional guidance may be helpful in respect of Item 6 – Career Record – on the application form.

Nature of business:

This should be very general. e.g. quality management and inspection company, heavy engineering manufacturer, structural engineers, design and project management of offshore constructions, service inspection.

Principal products / activities:

A brief but informative statement of the main areas, e.g. heavy pressure vessels and pipework for the process, oil, power and nuclear industries involving radiography, ultrasonics and surface testing methods, overall quality assurance functions.

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Nature of present occupation:

This should provide a flavour of your work, e.g. the objective of the post is to ensure that the company's non-destructive testing activities are conducted in the most cost-effective way and that the products will perform correctly in service. For example: "I am personally responsible for the technical control of all NDT operations in the factory and on site, and for providing professional NDT support to design, quality and other departments. Responsibilities also include evaluation of the latest technology and participation in the work of introducing new techniques into production practice".

Job specification:

This is a list of your principal engineering duties and should emphasise, where appropriate, the responsibilities involved, e.g. "Authorisation of testing procedures – final approval and signature prior to production, Approval of testing details – my signature required before design is approved for manufacture".

Decisions:

This is again intended to show the level of your engineering responsibilities e.g. Proposal for (or approval of) design configuration or calculations, Allocation of production resources, Proposals for equipment investment, Engagement, training of department staff, staff promotion, Authentication of research results.

Training:

The proper reporting of training is a prerequisite for registration. The documentary evidence that the training requirements have been met may be in the form of either:

- An authenticated **Training Record or**
- A **Training Report**.

In the absence of a Recognised Qualification (e.g. Master's degree), the qualification and training records you supply will be used by the assessors to determine whether or not you have acquired the Underlying Knowledge and Understanding specified for CEng by the Engineering Council in document 'Approval and Accreditation of Qualifications and Apprenticeships (AAQA)'.

It is therefore important to include as much information as possible (formal and informal training, on-the-job mentoring, training outside work) covering both technical and non-technical items (such as project management, risk analysis, H&S etc.).

4.0 COMPLETING THE APPLICATION FORM – SECTION 2

Section 2 is the most important element of the application for Registration, as it is where you provide positive evidence that you are consistently working at the levels of competence and commitment required by UK-SPEC.

Please take great care in completing each competence.

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This section of the application form includes statements of the competency requirements - as well as examples of the type of material likely to satisfy each requirement.

Notes:

- **The individual route relies heavily on extensive experience at the right level to take into account the possible shortfall in academic achievement. It is incumbent on the applicant to demonstrate the appropriate level of experience.**
- **When completing the application form, applicants must identify the gaps between their information and what is required by the UK-SPEC.**
- **Applicants may find useful the following listing of matters that should be considered in preparing their applications and in preparation for the professional review interview. The better you are prepared, the better you will do!**

Before completing this section, you are strongly advised to refer to UK-SPEC.
https://www.engc.org.uk/standards- guidance/standards/uk-spec/

4.1 Examples

There are several examples of a typical response to each section under the standard column. These are examples only and it is not necessary, neither is it encouraged, that you respond to each example. Please detail your chosen response - multiple responses are not necessary.

4.2 Format of application form

The application form itemises the five competences (A to E) and related sub-elements (e.g. A1, A2).

Evidence must be provided for all competences and sub- elements.

It is your responsibility to present concise and specific evidence in Section 2 of the application form.

4.3 CV

Any CV submitted is therefore a supplementary document. The Assessors will not seek evidence from your CV but only use it to put your application into context.

5.0 RESPONSES TO COMPETENCIES

As a guide you should aim to use 400 words to address each Competency. When providing evidence:

- Make it specific to the competence you are addressing.
- Avoid the use of jargon and unexplained abbreviations.
- Identify your specific contribution (either technical or managerial) to a project or task.
- Describe decisions you have made.

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- Quantify your responsibility / authority e.g. the number of staff you manage, the value of the project you plan or manage, the value of purchase orders you authorise.
- Describe quality improvements or corrective actions you have implemented.
- Identify your personal contribution to health & safety and actions you have taken.
- Identify specific International / National standards and regulations which you use or govern the work you do.

5.1 Competences A & B

Use of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems

An **Individual Route** application must:

Detail formal education, vocational training, work-based learning and IPD/CPD. *[Academic qualifications - Criteria A1-1]*

Provide evidence of having demonstrated a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of your engineering discipline, field of research or area of professional practice. *[Vocational qualifications and training - Criteria A1-2]*

Provide evidence of the applicant having continued to advance your knowledge and understanding, and to develop new skills to a high level. *[Career professional development - Criteria A1-3]*

Provide evidence of the applicant having exercised the independent learning abilities (work-based learning) required for largely self-directed or autonomous continuing professional development. *[Work based learning - Criteria A1-4]*

Provide evidence:

- Of having originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in your discipline. [*Job specification: decision making – Criteria A2-2]*

- That you have a conceptual understanding that enabled you to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of your discipline. [*Job specification: decision making – Criteria A2-2]*

Provide evidence:

- Of having conceptual understanding that has enabled you to evaluate critically current processes and practices in your discipline. *[Understanding and impacts – Criteria A2-3]*

- That in your job role, you have a conceptual understanding that has enabled you to describe and comment upon particular aspects (e.g. cost, quality, safety, reliability, appearance, fitness for purpose, environmental impact) of current research, design or advanced projects, in your discipline. *[Understanding and impacts – Criteria A2- 3]*

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Provide evidence:

- Of having conceptual understanding that has enabled you to evaluate methodologies and develop critiques of them and, where appropriate, to propose solutions or improvements. *[Knowing your limits – Criteria A2-4]*

- That you have demonstrated in your current role, an appreciation of the uncertainty, ambiguity and limits of knowledge. *[Knowing your limits – Criteria A2-4]*

5.1.1 Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems

Provide evidence:

- Of having a comprehensive understanding of techniques applicable to your own role or specialisation. *[Procedure and technique development – Criteria B1-1]*

- That you have deployed accurately established techniques for analysis and enquiry within your discipline. *[Procedure and technique development – Criteria B1-1]*

- That you have applied effective methods and techniques to review, consolidate, extend and apply your knowledge and understanding, and to initiate and carry out projects. *[Procedure and technique development – Criteria B1-1]*

Provide evidence:

- Of having demonstrated self-direction and originality in tackling and solving problems in new or unfamiliar environments within broader (or multidisciplinary) contexts and acting autonomously in planning and implementing tasks at engineer or equivalent level. *[Procedure and technique development – Criteria B1-2]*

Provide evidence:

- Of having dealt with complex issues both systematically and creatively, making sound judgements in the absence of complete data, and communicating your conclusions clearly and unambiguously to specialist and non-specialist audiences *[Design and/or development of engineering solutions - Criteria B2-1]*

- That you have critically, evaluated arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem. *[Design and/or development of engineering solutions - Criteria B2-1]*

- That you have exercised decision-making in complex and unpredictable contexts. *[Design and/or development of engineering solutions - Criteria B2-1]*

Provide evidence:

- Of having effectively exercised initiative and personal responsibility in the delivery of engineering solutions, tasks, or projects. *[Implement engineering solutions & evaluate their effectiveness – Criteria B3-1]*

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- That you have communicated information, ideas, problems and solutions to both specialist and non-specialist audiences. *[Implement engineering solutions & evaluate their effectiveness – Criteria B3-1]*

- That you have effectively exercised initiative and personal responsibility in the delivery of engineering solutions, tasks, or projects. *[Implement engineering solutions & evaluate their effectiveness – Criteria B3-1]*

- Of having made appropriate and effective decisions in complex and unpredictable situations. *[Implement engineering solutions & evaluate their effectiveness – Criteria B3-2]*

5.2 Competence E

Many applicants find it challenging when providing evidence for Competence E, which addresses your commitment and obligations.

You are once again advised to look at UK-SPEC, which gives guidance on:

- Sustainability and Ethics
- Continuing Professional Development

You should also re-read BINDT's Code of Conduct which is available on the BINDT website: https://www.bindt.org/membership/for-individuals/statement-of-ethical-principles-and-code-of-conduct/

5.3 Continuing Professional Development (CPD)

You are required to submit an up-to-date CPD record with your application.

The EC states that CEng registrants:

- Take ownership of their learning and development needs and develop a plan to indicate how they might meet these, in discussion with their employer, as appropriate.
- Undertake a variety of development activities, both in accordance with this plan and in response to other opportunities which may arise.

- Record their CPD activities.
- Reflect upon what they have learned or achieved through their CPD activities and record these reflections.
- Evaluate their CPD activities against any objectives which they have set and record this evaluation.
- Review their learning and development plan regularly following reflection and assessment of future needs.
- Support the learning and development of others through activities such as mentoring and sharing professional expertise and knowledge.

CPD is more than just a record of the training courses you have attended; you will need to demonstrate that you are actively managing your development.

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BINDT offers a CPD recording facility on its website, which you are encouraged to use. This can be accessed via 'My Career' and 'My Continuing Professional Development' links once you have logged onto your BINDT account.

6.0 Professional Review Interview (PRI)

All applicants seeking Registration as CEng are required to attend a PRI.

Two Assessors will conduct the interview based on the information provided in your application.

During the interview they will seek to confirm the assessment of your competence and commitment made on the basis of the application form.

Some applicants are asked to give a 15-minute presentation at the start of the PRI. If this is required, you will be notified at the time you are invited to PRI.

All applicants have the option to voluntarily give a presentation at PRI, but Assessors will strictly limit all presentations to 15 minutes.

While the PRI is a formal part of the Registration process and the Assessors are required to make notes of the interview, they will make it as relaxed as possible.

You should try to approach the PRI as a discussion between fellow engineers but do prepare yourself; your aim is to give information that shows you understand the UK-SPEC competencies and demonstrate that you are working at the required level.

It is not necessary to bring examples of your work, but if you think it would help, you may bring reports or small items of hardware (e.g. test samples).

Towards the end of the PRI, you will be given an opportunity to ask any questions you may have of the interviewers.

Following the PRI, the Assessors make a joint recommendation to the ECWG, which is usually endorsed by the ex-committee.

Membership Services will inform you of the outcome, typically within a few working days of the PRI.

7.0 Feedback

As you leave the PRI, or in a follow-up email, a representative of the Membership Services Department will ask you to complete an on-line survey.

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This is your opportunity to provide feedback on the Registration process. Please take time to complete the survey as it is an essential part of BINDT's continuous improvement strategy and will help us to provide a better service.

8.0 Time Limitation of Applications

Any Application for Registration that has remained dormant, in that the Applicant has;

- not responded to requests for further information, or
- failed to make themselves available for a PRI, or
- failed to attend a PRI, or
- failed to pay the required fees,

for three years from the date on which the Application was received by Membership Services, shall be withdrawn from the process and the Applicant notified of this action. Any fees paid are non-refundable.

9.0 Appeals Procedure

Should you have concerns that your application for Registration has not been given the appropriate consideration, BINDT has an Appeals Procedure. In the first instance, contact the Membership Services Department at BINDT.

➢ **GOOD LUCK WITH YOUR APPLICATION**

ISSUE/REVISION HISTORY

Issue	Issue Date	Summary/Brief Description of changes
01	05/10/2021	Created from FF015 Iss1 Rev2, 19 Jan 16. Revised for UKSPEC 4th edition, and sections on CPD, PRI, Feedback, Time Limit and Appeals copied from CEng guide
02	13/04/2022	The term 'Candidate' changed to 'Applicant'. 'Individual Route' changed to 'Individual Assessment Route'.
03	30/10/2023	In section on Training, added guidance on documentation to satisfy requirements for UKU.
04	29/06/2024	New title and document updated and re-formatted

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