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Date: **14/04/2026**	Date: **14/04/2026**	Date: **29/06/2026**

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INTRODUCTION

This guide has been prepared to provide assistance to you as you compile and submit your application for Incorporated Engineer (IEng) 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 an IEng must;

- Be a voting member of BINDT at the time of application, and
- Satisfy the UK-SPEC requirements for IEng.
- 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 Incorporated Engineers;

- An accredited Bachelors Degree in engineering, science or technology, **or**
- A Higher National Diploma or Foundation Degree in engineering or technology, plus appropriate further learning to degree level, **or**
- A National Vocational Qualifications (NVQ) 4 or Scottish Vocational Qualification (SVQ) 4 which has been approved for the purpose, plus further learning to degree level.

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).

1.5 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.

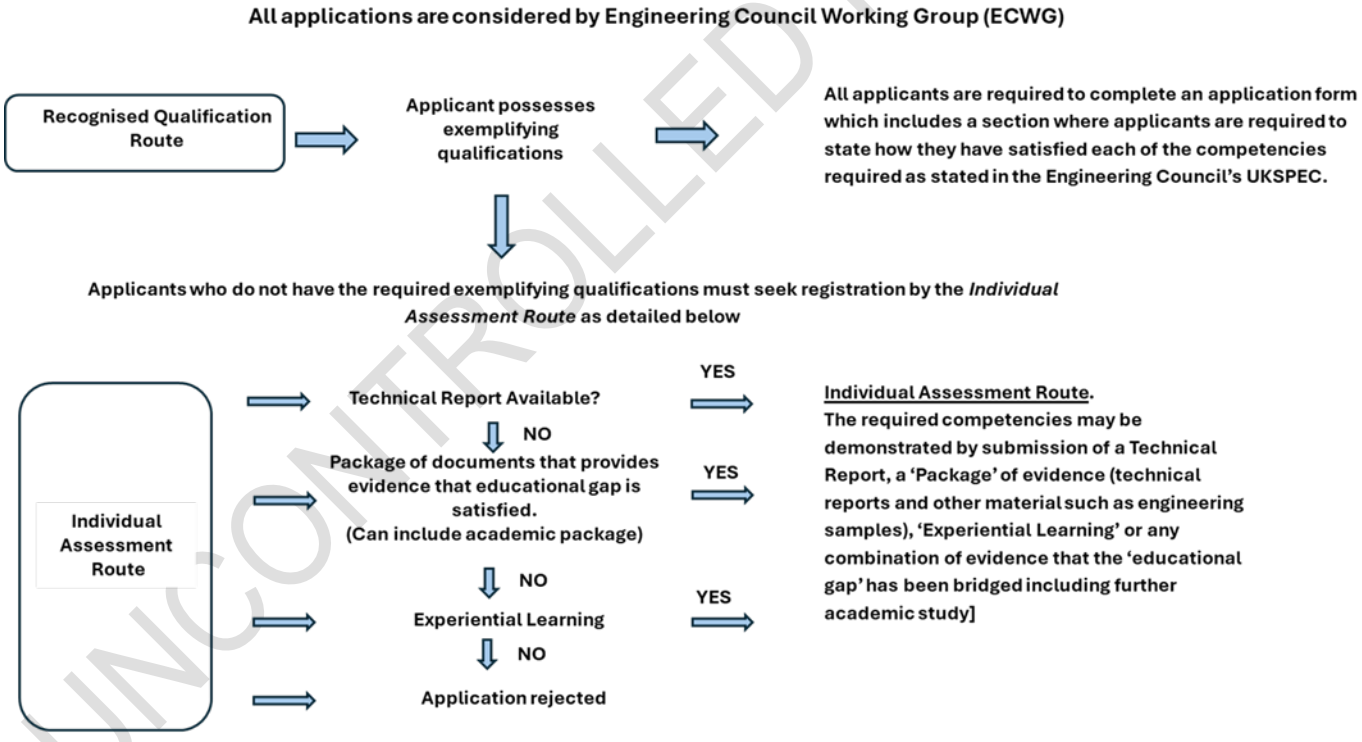


Figure No. 01 – *Evaluation of Registration Applications- Academic Attainment*

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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 IEng.

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 Assessors expect to see an application which reflects your care and diligence.

Use of the electronic application form is preferred but a hardcopy form is acceptable (handwritten 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.** **<u>The following sections must be completed and signed:</u>**

Personal details:
Referees:
Declaration by applicant:

Academic and professional qualifications:

Only further education qualifications are required. Submit copies of academic and training certificates with your application.

Training:

Submit a copy (certified by your referees) of your training record with your application.

In the absence of a Recognised Qualification (e.g. Bachelor'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 IEng 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 e.g. formal and informal training, on-the-job mentoring, training outside work etc. covering both technical and non-technical items (such as project management, risk analysis, H&S etc.

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CPD Record

A copy of your Continuing Professional Development (CPD) record must also be submitted. Details required in Section 2.)

Career record:

Sub-sections 6.1 and 6.3 are to provide a statement of current and past jobs to indicate the scope and responsibility of the job and where the post fits within the organisation.

An organisation chart for each job (with your post highlighted) must be included with the submission.

In Sub-section 6.3 include any previous jobs; for convenience a CV may be submitted *in lieu* of completing sub-section 6.3.

Nature of business:

This should be very general, e.g. quality management and inspection; heavy engineering manufacturer; structural engineering, offshore construction; petrochemical plant; power generation.

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;

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.

4.0 COMPLETING THE APPLICATION FORM – SECTION 2

Please refer to and 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/

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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 Continuing Professional Development

You are required to submit an up-to-date CPD record with your application. The EC states that IEng 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.

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.

5.0 PROFESSIONAL REVIEW INTERVIEW (PRI)

All applicants seeking Registration as IEng 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.

Applicants are requested, but are not mandated, to give a 15-minute presentation at the start of the PRI.

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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 committee.

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

6.0 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.

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.

7.0 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.

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8.0 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.

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SSUE/REVISION HISTORY

Issue	Issue Date	Summary/Brief Description of changes
01	05/10/2021	Created from FF025 Iss2 Rev0 2 Nov 17.
02	09/04/2022	The term 'Candidate' changed to 'Applicant'.
03	30/10/2023	In section on Training, added guidance on documentation to satisfy requirements for UKU.
04	29/06/2026	New title and document re-formatted and updated

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