BINDT use only

Date application received		
Day	**Month**	**Year**
Fee received	£	

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BINDT use only

BINDT membership number

Application for Registration as an **Incorporated Engineer**

Notes on the completion of this form:

1. Before completing this form please read '*Notes to candidates seeking registration as an Incorporated Engineer*' [Form FF025]. It is recommended that you refer to the Engineering Council's UK Standard for Professional Engineering Competence (UK-SPEC) 3rd edition (www.engc.org.uk/ukspec.aspx).
2. The Engineering Council (ECWG) requires candidates to complete the Engineering Council Standards/Competency match (part 2 of this application); this will enable you to assess your own competence against the IEng Competency requirements.
3. Please complete all sections as comprehensively as possible. **('See CV' or similar wording or an incomplete application is not acceptable and will result in rejection of this application.)** Continue on a separate sheet if required.
4. All candidates must provide names and addresses of two referees (page 4/5)
5. **This form is to be accompanied by the following up-to-date documentation:**

Check list (tick when enclosed)

CV ☐ **Photo ID** ☐ **Training /CPD record** ☐ **Copies of academic and training certificates** ☐ **Future Professional Development Plan** ☐ **Organogram** ☐

1. Personal details

Title (Mr, Mrs, Miss, other):	Date of birth:	Age:
Full name (surname in block capitals):		
Grade of membership:	Date of election:	
Current EC registration (if applicable):	PCN number:	
Home address (including postcode):		
Contact number:	Email:	

2. Declaration by applicant

I, the undersigned, certify each and every one of the statements in this application to be correct:

Signature:	Date:

BINDT will store and use the information given on this form only for the purpose for which it has been provided. Your personal details and any other data you provide to BINDT will not be passed on to a third-party without your permission.

BINDT would like to contact you from time to time to let you know about its other services that may be of interest, such as special offers and discounts, events and new products. If you are happy to be contacted by BINDT, please indicate by ticking the box below:

I am happy for BINDT to contact me with information that may be of interest ☐

You can subscribe or unsubscribe at any time; simply let us know.

3. Academic and professional qualifications (further education onwards only)

From (MM/YY)	To (MM/YY)	Award	Subject	College/University/Professional or Certifying Body	First Referees Initials

4. Present occupation

Current job title:

Employed from: To:

Employer:

Location: Number of employees:

Nature of business:

Nature of present occupation – a general statement of objectives and responsibilities:

Job specification – duties and engineering responsibilities:

Decisions – indicate briefly the nature of major engineering and commercial decisions for which you are personally responsible:

Organogram – To be attached on separate A4 sheet, showing clearly your position in the organisation, related to both senior and subordinate staff, and indicating those of CEng, IEng and EngTech status. This sheet must be authenticated by your referees.

	CEng/IEng	EngTech	Support
Number of subordinate staff			

To whom are you directly responsible?

5. Previous occupation

Job title:	
Employed from:	To:
Employer:	
Employer's location:	Employer's number of employees:
Employer's nature of business:	
Employer's principal products/activities:	
Nature of occupation – a general statement of objectives and responsibilities:	
Job specification of occupation – duties and engineering responsibilities:	
Decisions – indicate briefly the nature of major engineering and commercial decisions for which you were personally responsible:	

This sheet must be authenticated by your referees.

Referee's support form

All candidates **must** provide names and addresses of two referees. Referees must know you personally and be capable of verifying the statements in your application. One referee should be your current immediate superior.

It is **preferable** that referees should be voting members of this or a related institution and registered with the Engineering Council. They must not be subordinates of the applicant. Referees are required to initial the areas of your application for which they have personal knowledge.

Applicant's name: _____

Referee details (to be completed by first referee)

1. If you are a member of BINDT, please state member grade and membership number	BINDT membership number:	
	BINDT membership grade:	
2. If you are a member of any other UK or other professional institutions, please state member grade and name of institution.	Institution name:	
	Institution membership grade:	
3. Current Engineering Registration.	CEng ☐ IEng ☐ N/A ☐	
	EC registration number:	
4. Please state how you know the applicant		
5. How long have you known the applicant for?	**years**	

Declaration by referee

I have read and initialled those sections of this application and its supporting documents covering the applicant's career information of which I have knowledge and confirm that the initialled statements are to the best of my belief correct.

Name	
Company name	
Job title	
Address	
Postcode	
Contact number	
Email	

Signature:	**Date:**

Referee's support form

All candidates **must** provide names and addresses of two referees. Referees must know you personally and be capable of verifying the statements in your application. One referee should be your current immediate superior.

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Applicant's name: _____

Referee details (to be completed by second referee)

1. If you are a member of BINDT, please state member grade and membership number	BINDT membership number:	
	BINDT membership grade:	
2. If you are a member of any other UK or other professional institutions, please state member grade and name of institution.	Institution name:	
	Institution membership grade:	
3. Current Engineering Registration.	CEng ☐ IEng ☐ N/A ☐	
	EC registration number:	
4. Please state how you know the applicant		
5. How long have you known the applicant for?	**years**	

Declaration by referee

I have read and initialled those sections of this application and its supporting documents covering the applicant's career information of which I have knowledge and confirm that the initialled statements are to the best of my belief correct.

Name	
Company name	
Job title	
Address	
Postcode	
Contact number	
Email	

Signature:	**Date:**

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
This column gives the details of the competencies and the commitments in the UK-SPEC. **Incorporated Engineers must be competent throughout their working life, by virtue of their education, training and experience, to…**	**This column gives examples that are intended to help you identify activities you might quote to demonstrate the required competence and commitment for IEng registration.** ● **These are not exhaustive.** ● **You are not required to give multiple examples to demonstrate competence and commitment.**	**In this column, detail your activities that demonstrate the required competences and commitments for registration.** **If you reference other information, please identify where that can be found within your submitted documentation.**

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
A Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.		
A1 Maintain and extend a sound theoretical approach to the application of technology in engineering practice. This could include an ability to: ● Identify the limits of own personal knowledge and skills; ● Strive to extend own technological capability; ● Broaden and deepen own knowledge base through new applications and techniques.	● Engage in formal learning. ● Learn new engineering theories and techniques in the workplace, at seminars and so on. ● Broaden your knowledge of engineering codes, standards and specifications.	
A2 Use a sound evidence-based approach to problem-solving and contribute to continuous improvement. This could include an ability to: ● Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services; ● Contribute to the evaluation and development of continuous improvement systems; ● Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action.	● Manage/contribute to market research, and product and process research and development. ● Involvement with cross-disciplinary working. ● Conduct statistically sound appraisal of data. ● Use evidence from best practice to improve effectiveness. ● Apply root cause analysis.	

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
B **Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle engineering processes, systems, services and products.**		
B1 Identify, review and select techniques, procedures and methods to undertake engineering tasks. This could include an ability to: ● Establish users' requirements for improvement; ● Select a review methodology; ● Fully exploit and implement current technology; ● Review the potential for enhancing engineering practices, products, processes, systems and services, using evidence from best practice; ● Establish an action plan to implement the results of the review.	● Contribute to the marketing of and tendering for new engineering products, processes and systems. ● Contribute to the specification and procurement of new engineering products, processes and systems. ● Develop decommissioning processes. ● Set targets, and draft programmes and action plans. ● Schedule activities.	
B2 Contribute to the design and development of engineering solutions. This could include an ability to: ● Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services; ● Identify operational risks and evaluate possible engineering solutions, taking account of cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities, and environmental impact; ● Collect and analyse results; ● Carry out necessary tests.	● Contribute to theoretical and applied research. ● Manage/contribute to value engineering and whole life costing. ● Work in design teams. ● Draft specifications. ● Find and evaluate information from a variety of sources, including online. ● Develop and test options. Identify resources and costs of options. ● Produce detailed designs. ● Be aware of IP constraints and opportunities.	

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
B3 Implement design solutions and contribute to their evaluation. This could include an ability to: • Secure the resources required for implementation; • Implement design solutions, taking account of critical constraints, including due concern for safety and sustainability; • Identify problems during implementation and take corrective action; • Contribute to recommendations for improvement and actively learn from feedback on results.	• Follow the design process through into product manufacture. • Operate and maintain processes, systems and so on. • Contribute to reports on the evaluation of the effectiveness of the designs, including risk, safety and lifecycle considerations. • Contribute to product improvement. • Interpret and analyse performance. • Contribute to determining critical success factors.	
C Provide technical and commercial management.		
C1 Plan for effective project implementation. This could include an ability to: • Identify factors affecting the project implementation; • Carry out holistic and systematic risk identification, assessment and management; • Prepare and agree implementation plans and method statements; • Secure the necessary resources and confirm roles in project team; • Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, and so on).	• Manage/contribute to project planning activities. • Produce and implement procurement plans. • Contribute to project risk assessments. • Collaborate with key stakeholders. • Plan programmes and delivery of tasks. • Identify resources and costs. • Prepare and agree contracts/work orders.	

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
C2 Manage tasks, people and resources to plan and budget. This could include an ability to: • Operate appropriate management systems; • Work to the agreed quality standards, programme and budget, within legal and statutory requirements; • Manage work teams, coordinating project activities; • Identify variations from quality standards, programme and budgets, and take corrective action; • Evaluate performance and recommend improvements.	• Manage/contribute to project operations. • Manage the balance between quality, cost and time. • Manage contingency processes. • Contribute to the management of project funding, payments and recovery. • Satisfy legal and statutory obligations. • Manage tasks within identified financial, commercial and regulatory constraints.	
C3 Manage teams and develop staff to meet changing technical and managerial needs. This could include an ability to: • Agree objectives and work plans with teams and individuals; • Identify team and individual needs, and plan for their development; • Reinforce team commitment to professional standards; • Manage and support team and individual development; • Assess team and individual performance, and provide feedback.	• Carry out/contribute to staff appraisals. • Plan/contribute to the training and development of staff. • Gather evidence from colleagues of the management, assessment and feedback that you have provided. • Carry out/contribute to disciplinary procedures.	

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
C4 Manage continuous quality improvement. This could include an ability to: ● Ensure the application of quality management principles by team members and colleagues; ● Manage operations to maintain quality standards; ● Evaluate projects and make recommendations for improvement.	● Promote quality. ● Manage/contribute to best practice methods of continuous improvement (for example ISO 9000, EFQM, balanced scorecard). ● Carry out/contribute to quality audits. ● Monitor, maintain and improve delivery. ● Identify, implement and evaluate changes to meet quality objectives.	
D Demonstrate effective interpersonal skills.		
D1 Communicate in English with others at all levels. This could include an ability to: ● Contribute to, chair and record meetings and discussions; ● Prepare communications, documents and reports on technical matters; ● Exchange information and provide advice to technical and non-technical colleagues.	● Reports, letters, emails, drawings, specifications and working papers (for example meeting minutes, planning documents, correspondence) in a variety of formats. ● Engaging or interacting with professional networks.	
D2 Present and discuss proposals. This could include an ability to: ● Prepare and deliver appropriate presentations; ● Manage debates with audiences; ● Feed the results back to improve the proposals; ● Contribute to the awareness of risk.	● Presentations, records of discussions and their outcomes.	

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
D3 Demonstrate personal and social skills. This could include an ability to: • Know and manage own emotions, strengths and weaknesses; • Be aware of the needs and concerns of others, especially where related to diversity and equality; • Be confident and flexible in dealing with new and changing interpersonal situations; • Identify, agree and lead work towards collective goals; • Create, maintain and enhance productive working relationships, and resolve conflicts.	• Records of meetings. • Evidence from colleagues of your personal and social skills. • Contribute to productive working relationships. • Apply diversity and anti-discrimination legislation.	
E Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.		
E1 Comply with relevant codes of conduct. This includes an ability to: • Comply with the rules of professional conduct of own institution; • Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation.	• Contribute to the affairs of your institution. • Work with a variety of conditions of contract.	

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
E2 Manage and apply safe systems of work. This could include an ability to: • Identify and take responsibility for own obligations for health, safety and welfare issues; • Manage systems that satisfy health, safety and welfare requirements; • Develop and implement appropriate hazard identification and risk management systems and culture; • Manage, evaluate and improve these systems; • Apply a sound knowledge of health and safety legislation.	• Undertake formal health and safety training. • Work with health and safety legislation and best practice. (In the UK, examples include HASAW 1974, CDM regulations, OHSAS 18001:2007 and company safety policies.) • Carry out safety audits. • Identify and minimise hazards. • Assess and control risks. • Deliver health and safety briefings and inductions.	
E3 Undertake engineering activities in a way that contributes to sustainable development. This could include an ability to: • Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously; • Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives; • Understand and encourage stakeholder involvement in sustainable development; • Use resources efficiently and effectively.	• Carry out/contribute to environmental impact assessments. • Carry out/contribute to environmental risk assessments. • Manage best practice environmental management systems (for example ISO 14000). • Manage best practice risk management systems (for example ISO 31000). • Work within environmental legislation. • Adopt sustainable practices. • Achieve social, economic and environmental outcomes.	

The standard	Examples	Enter your answers here (complete on a separate sheet if required)
E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice including: • Undertake reviews of own development needs; • Plan how to meet personal and organisational objectives; • Carry out planned (and unplanned) CPD activities; • Maintain evidence of competence development; • Evaluate CPD outcomes against any plans made; • Assist others with their own CPD.	• Keep up to date with national and international engineering issues. • Maintain CPD plans and records. • Involvement with the affairs of your institution. • Evidence of your development through on-the-job learning, private study, in-house courses, external courses and conferences.	
E5 Exercise responsibilities in an ethical manner.	• Give an example of where you have applied ethical principles, either as described in the Statement of Ethical Principles in the UK-SPEC (p 33), or as defined by your organisation or company, which may be in its company or brand values.	