REGULATIONS (under section 23)

The Professional Engineers Registration Regulations, 1991

N. 40/91 193A/96 221/2006

The Professional Engineers Registration (Professional Engineers' Seals) L.N. 223B/2006 Regulations, 2006

RULES (under section 21)

The Professional Engineers (Code of Professional Conduct) Rules, 2004 L.N. 78A/2004

REGULATIONS (under section 23)

THE PROFESSIONAL ENGINEERS REGISTRATION REGULATIONS, 1991

(Made by the Minister on the 11th day of April, 1991)

L.N. 40/91 Amdts.: L.N. 193A/96 221/2006

- 1. These Regulations may be cited as the Professional Engineers Registration Regulations, 1991.
- 2.—(1) An application for registration as an engineer pursuant to section 7, 10, 11 or 24 of the Act shall be made in writing in the form specified as Form A in Schedule 1.

Schedule 1. Form A.

- (2) An application for registration pursuant to this regulation shall be accompanied by—
 - (a) certificates or other similar documents evidencing qualifications for registration;
 - (b) the names and addresses of two referees, one of whom shall be a registered engineer;
 - (c) two passport size photographs each certified by a Justice of the Peace or Notary Public to be a true likeness of the applicant; and
 - (d) the appropriate fee specified in Schedule 2.

Schedule 2

3.—(1) An application by an organization, pursuant to section 16 (2) of the Act, for a certificate of authorization shall be made in writing in the form specified as Form B in Schedule 1.

Form B.

- (2) An application pursuant to this regulation shall be accompanied by-
 - (a) in the case of a body corporate, copies of the memorandum of association, articles of association and the certificate of incorporation;
 - (b) in the case of a partnership, a copy of the instrument constituting the partnership; and
 - (c) the appropriate fee specified in Schedule 2.

- (3) Any copy required pursuant to paragraph (2) shall carry an endorsement by the applicant made before a Justice of the Peace or Notary Public to the effect that the copy is a true and accurate copy of the original.
 - 4. A certificate of registration issued under the Act shall—
 - (a) in relation to an application made pursuant to section 7 of the Act, be in the form specified as Form C in Schedule 1;
 - (b) in relation to an application for special registration made pursuant to section 10 of the Act, be in the form specified as Form D in Schedule 1; and
 - (c) in relation to an application for temporary registration made pursuant to section 11 of the Act, be in the form specified as Form E in Schedule 1.
- 5. A certificate of authorization of an organization issued pursuant to section 16 of the Act, shall be in the form specified as Form F in Schedule 1.
- 6. The appropriate fee specified in Schedule 2 shall be paid to the Registrar with respect to the following matters, that is to say—

 (a) for an insertion pursuant to section 12 of the Act of any additional
 - (a) for an insertion pursuant to section 12 of the Act, of any additional degree, qualification or other designation relevant to the practice of engineering;
 - (b) for any examination under the Act which the Board requires a person to undergo;
 - (c) for the issue of any copy, additional to the original of any certificate under the Act.

Schedule 1. Form C.

Form D.

Form E.

Form F

Schedule 2

FORM A

(REGULATIONS 2, 3, 4 AND 5)



THE PROFESSIONAL ENGINEERS REGISTRATION ACT APPLICATION FOR REGISTRATION AS AN ENGINEER

۱.	Applicant's Sumame (please print)		2. Applicant's Christ	tian Names (Please Print)
3.	Place of Birth	4. Date of Birth		5. Nationality
<u>.</u>	Residential Address		7. Professional Add	tress
Tel.	No.		Tel. No.	
8.	This application is made under Section Registration Act being a person eligible			Ref. No. Categories of Engineering
9.	This application is made under Section eligible for Special Registration. This application is made under Section		SAV	01 Civil 02 Chemical 03 Electrical
	eligible for Temporary Registration. This application is made under Section	24 (1) of the Act being	<u>TRV</u>	04 Industrial 05 Mechanical 06 Structural 07 Electrical & Mechanics
	precising engineering prior to Novemb (Insert Category Reference)			08 Electronic 09 Other
12.	We, the undersigned, propose from personal knowledge as a person (n every respect worthy	of consideration for reg	istration in the category indicated above.
	OFESSIONAL ENGINEER G. NO			JUSTICE OF THE PEACE
		L		APPLICATION NO
		,		

STATEMENT OF QUALIFICATIONS

NOTE: Please type or write in ink.

(1) General Education

From Month & Year	To Month & Year	All Schools attended in Chronological order	Verifyin g Initials

(2) Technological Education

From Month & Year	To Month & Year	College or University; and whether day or evening courses; include brief details of courses completed	Verifying Initials

(3) Examinations passed and Awards gained

Date of Award	Qualifica- tion	(Give full details of all examinations passed and awards gained. Details of subjects in final examinations must be included)	Verifying Initials

FOR OFFICE USE ONLY	
Remarks	
EDUCATION TRAINING	
Experience	
OTHER COMMENTS (if any)	
Signature	Date
	Initials
Application No.	
Application No. Date received	
Date passed to Credential Committee	
Date received from Credential Committee	
Category to which recommended	}
Candidate advised	
Date placed before Registration Board	
Date of Registration	Į.
Date Applicant advised	
Date fees received	
Registration No.	
Registrar	Date

(4) Practical Training

From Month & Year	To Month & Year	Name of organization and particulars of student, graduate or other apprenticeship. Give details of training received	Verifying Initials

(5) Experience

From Month & Year	To Month & Year	Name & Address of Employer	Position held and concise description of candidate's work	Verifying Initials

(6) Membership of Professional Bodies

Name of Professional Body	Location	Class of Membership	Date Elected	Professional service Papers presented, etc.	Verifying Initials
			i : : :		
				1	

ORGANIZATION TREE (Give dates covered)

Engineering	Category	· · · · · · · · · · · · · · · · · · ·		
Present Post				
Employer				
I certify that	the statements made a	re correct.		
Signatur	e of Applicant	Date		
	Present Post Employer I certify that	Present Post Employer	Present Post Employer I certify that the statements made are correct.	Employer I certify that the statements made are correct.

FORM B

PROFESSIONAL ENGINEERS REGISTRATION ACT

APPLICATION FOR CERTIFICATE OF AUTHORIZATION

N	ame of Applicant	2.	State whether:- Limited Liability Company Partnership
. ^	Address	4	Association Telephone Number
. E	Date of establishment		
i. ,	Areas of Practice		
	Engineering Consultancy		Manufacturing
	Construction		Services
	Installation		Other (Specify)
	Mining / Quarrying		
. 1	Engineering Category	8.	Any Other 'Category
. ,	MEMBERS OF THE ORGANIZATION*	J	
	MAME AND ADDRESS		POSITION
((a)		
((b)		
4	(e)		
+	(6)		
	(e)	-	
	(0)		
	 i.e. Any member of a partnershi any director. Manager, sec of any body corporate. 	p or reta	association of persons or ry or other similar officer

Name Position Category (Engineering Discipline) Registration No. Name Position Category (Engineering Discipline) Registration No.
Category (Engineering Discipline) Registration No. Name Position Category (Engineering Discipline)
(Engineering Discipline) Registration No. Name Position Category (Engineering Discipline)
Name Position Category (Engineering Discipline)
Position Category (Engineering Discipline)
Category(Engineering Discipline)
(Engineering Discipline)
(Engineering Discipline) Registration No.
Name
Position
Category
(Engineering Discipline) Registration No.
NT
And the state of t
SE ONLY
Rejected

sional Engineers Registration Act
- JAMAICA -
OF REGISTRATION AS AN ENGINEER
this is to certify that
as an ENGINEER under the provisions of agineers Registration Act
Registration No.
Chairman - Professional Engineers Registration Board

	CERTIFICATE	JAMAICA - OF SPECIAL REC is to Certify	
	ENGINEER unde Engineers Registra	as been granted special registration as an NGINEER under the provisions of the Professional ngineers Registration Act for the period and subject to the onditions specified hereunder:	
	Period	to	
	Conditions		
Category		Registra	ntion No.

THE THE	je Professional Engi - JAMAIC CERTIFICATE OF TEMPORA This is to Cert	ARY REGISTRATION
	has been granted temporary reg ENGINEER under the provision Engineers Registration Act for and subject to the conference of the conference	ons of the Professional
Category	Conditions	Destance No.
Category		Registration No.
	Registrar Date	Chairman Professional

STATES ASSIS	nal Engineers - Jamaica -	Regi _{st.}
Arotte Scott	- JAMAICA -	Calion &c.
\Partial	CERTIFICATE OF AUTHORIZATION	
This CERTIFIC	ATE OF AUTHORIZATION e	ntitles the holder
to carry on the PRA	CTICE OF ENGINEERING for th	e period
	to	in accordance with
provisions of the P	Professional Engineers Registration A	ct
Chairman - Protessional	Date of Issue	Kegistrar
Engineers Registration Board		Form

SCHEDULE 2

(Regulations 2, 3, 6)

FEES

		Applicati	on and Regi	stration		Fee
1.	Under section 7, 9 or 24 -					\$7,500.00
	(on application (n (on acceptance (fe		ole)		\$1,500.00)	
	or part thereof)				\$6,000.00)	
2.	. Special registration (Government) under section 10 —					\$4,500.00
	(on application (no		le)		\$1,500.00)	
	or part thereof)				\$3,000.00)	
3.	Temporary registration un	der section	11 —			
	(a) for teachers, of a fellow			lders		
	programme	***		***		\$4,000.00
	(b) others					\$6,500.00
		cation (non- stance (one r			\$1,500.00)	
	or part th			***	\$5,000.00)	
4.	 Application for and registration of organizations holding a certificate of authorization under section 16— 					
	(on application (n (on acceptance (o				\$1,500.00)	
	thereof)				\$6,000.00)	
5.	Under section 9 or 24			•••		\$6,000.00 per annum
				*		or part thereof
6.	Under section 10		:			\$3,000.00
						per annum or part thereof
7.	Under section 11 (tempora	rily register	ed)			\$2,000.00 per month or part thereof

SCHEDULE 2, contd.

FEES, contd.

		Other	Fee
8.	Insertion of any degree, qualification o substitution for or in addition to those prunder section 12		\$3,000.00
9.	Practising fee pursuant to section 14A		\$6,000.00 per annum or part thereof
10.	Additional copy of certificate		\$1,500.00
11.	Examination fee		At cost to examine application.

REGULATIONS (under section 23)

THE PROFESSIONAL ENGINEERS REGISTRATION (PROFESSIONAL ENGINEERS' SEALS) REGULATIONS, 2006

(Made by the Minister on the 24th day of November, 2006)

L.N. 223B/2006

1. These Regulations may be cited as the Professional Engineers Registration (Professional Engineers' Seals) Regulations, 2006.

Issuing and use of Seals

- 2.—(1) The Board shall issue to every person registered as an engineer, a seal to be called a professional engineer's seal of such type as the Board may determine.
- (2) A professional engineer's seal shall be used by a registered engineer to seal—
 - (a) any document specified in regulation 7; or
 - (b) such other documents as may be prescribed, but only in relation to the category of engineering for which that engineer is registered.
- 3. Every registered engineer shall sign and seal every final drawing, specification, plan, report and other document relating to the practice of engineering—
 - (a) for which that engineer has the technical responsibility; or
 - (b) which that engineer issues for any purpose.
- 4. The signing and sealing of a document by a registered engineer, using the assigned professional engineer's seal, certifies that the professional engineering work in the document has been completely and adequately performed.
- 5. Every registered engineer responsible for carrying out or approving engineering work shall ensure that all engineering work that is certified by a professional engineer's seal is performed by or under the supervision of a registered engineer.

- **6.**—(1) An engineer shall not use a company seal to certify engineering works, and a professional engineer's seal shall not be used to certify company documents.
- (2) A professional engineer's seal shall only be used in the manner prescribed by these Regulations.

Documents to be Sealed

- 7.—(1) A professional engineer's seal shall be used to seal the following documents—
 - (a) final engineering drawings, specifications, estimates, design calculations, plans, designs, notes and manuals;
 - (b) documents and plans attached to a main contract;
 - (c) reports conveying an opinion on an engineering subject, including an interim or preliminary report;
 - (d) final design drawings setting out layout and details, final estimates of quantities and final engineering certificates.
- (2) Where the design drawings referred to in paragraph (1) (d) are for construction, the drawing shall be marked "FOR CONSTRUCTION".

Documents not to be Sealed

- 8.—(1) A professional engineer's seal shall not be used to seal—
 - (a) draft plans;
 - (b) draft specifications;
 - (c) draft reports;
 - (d) other preparatory documents, unless so required by law;
 - (e) permit applications;
 - (f) internal plans and other documents circulated within the office of the registered engineer during design development;
 - (g) documents relating to engineering works for which a registered engineer was not involved, either directly or in a supervisory capacity;
 - (h) "as built" drawings; and
 - (i) "for the record" documents.

- (2) Any document referred to in sub-paragraphs (a) to (e) of paragraph (1) shall be clearly marked "NOT FOR CONSTRUCTION" or "DRAFT", as the case may require.
 - (3) In this regulation-
 - "as built drawings" means drawings of completed engineering works but not drawings of the original design of such work;
 - "for the record documents" means documents which describe the completed engineering work and include manuals and specifications.

Manner of Sealing

- 9. A professional engineer's seal shall be-
 - (a) conspicuously affixed to a document and signed and dated;
 - (b) positioned—
 - in the case of design drawings, in the allotted space on the right hand side of the plan;
 - (ii) in the case of specifications, on the first page or cover sheet of the section to be certified;
 - (iii) in the case of reports, next to the title of the author or the signature on the report, wherever the signature appears; and
 - (iv) in the case of other documents, in a conspicuous place on the document.
- 10. A professional engineer's seal shall be affixed-
 - (a) where a project covers a single category of engineering, by the registered engineer who has technical responsibility therefor;
 - (b) where a project involved more than one category of engineering, by each of the respective registered engineers who shall state in bold capital letters the discipline for which he is sealing.

Revised Documents

- 11. Any revision of a document by the registered engineer who was responsible for the original document shall be clearly identified as a revision and the registered engineer shall—
 - (a) re-date the professional engineer's seal which he affixed to the original document to indicate the date of the revision; and

- (b) initial and re-date the revision.
- 12. Any revision of a document, including the elements of the document affected by the revision, made by a registered engineer, other than the registered engineer who was responsible for the contents of the document, shall be sealed, signed and dated by the registered engineer making the revision.
- 13.—(1) Where documents are created, revised or produced on computer, the registered engineer shall ensure that the computer database contains information, including the seal number identifying the registered engineer who created or revised the document.
- (2) Where revisions are made to documents under paragraph (1) using a computer, the registered engineer who made the revision shall ensure that the database on that computer contains information identifying him.
 - 14. A registered engineer shall not-
 - (a) permit another person to use the professional engineer's seal issued to him; or
 - (b) use such a seal issued to another registered engineer.
- 15. When a registered engineer is not using his professional engineer's seal he shall ensure that the seal is kept in a secure place.

Return of Seals

- 16.—(1) A professional engineer's seal issued to a registered engineer remains the property of the Board.
 - (2) A registered engineer whose registration has been—
 - (a) cancelled;
 - (b) suspended; or
 - (c) made subject to the imposition of specific conditions by the Board,

shall return the seal to the Board forthwith, on his being informed of the cancellation, suspension or imposition.

17. A temporary registered engineer shall return forthwith the professional engineer's seal to the Board when the period of his temporary registration has expired.

18. A specially registered engineer shall return forthwith the professional engineer's seal to the Board once he ceases to be so registered.

Penalty

19. Any person who contravenes the provisions of these Regulations is guilty of an offence and is liable on summary conviction in a Resident Magistrate's Court to a fine not exceeding one thousand dollars or to a term of imprisonment not exceeding thirty days or to both such fine and imprisonment.

RULES (under section 21)

THE PROFESSIONAL ENGINEERS (CODE OF PROFESSIONAL CONDUCT) RULES, 2004

(Made by the Board and approved by the Minister on the 12th day of July, 2004)

L.N. 78A/2004

1. These Rules may be cited as the Professional Engineers (Code of Professional Conduct) Rules, 2004.

Duty to assist in maintaining dignity and integrity of engineering profession

- 2.—(1) A registered engineer shall at all times—
- (a) maintain the honour and dignity of the profession;
- (b) abstain from behaviour which is likely to discredit the profession of which he is a member;
- (c) expose without fear or favour before the proper tribunals, unprofessional or dishonest conduct by any other engineer; and
- (d) observe the Code of Professional Conduct and maintain his integrity and encourage other engineers to do so.
 - (2) A registered engineer shall not—
- (a) knowingly employ, work with, or engage himself to any person or organization falsely purporting or advertising themselves to be engineers in contravention of the Act;
- (b) encourage or assist anyone to act in any way which is detrimental to his profession;
- (c) permit the use of his name or association in business ventures with any person or firm that he believes is engaged in a fraudulent or dishonest enterprise;

- (d) use his association with other persons, corporations, or partnerships to conceal unethical acts;
- (e) involve himself with any practice which he knows to be of a fraudulent, dishonest or criminal nature, whether involving engineering activities or otherwise;
- (f) continue in a business association with, nor practice with, any person whose name has been removed from the Register of Engineers because of unethical conduct.

Duty to offer services, etc., only in areas of competence and to practise profession carefully and diligently

- 3.—(1) A registered engineer shall—
 - (a) express opinions on engineering matters only on the basis of adequate knowledge and honest conviction;
 - (b) undertake assignments only if qualified to do so by virtue of his training and experience;
 - (c) endeavour to remain abreast of developments and technical advancements in his area of competence and provide appropriate opportunities for the professional development and training of subordinate engineers;
 - (d) publicly advertise, promote, bid or otherwise offer his services only in those areas for which he is capable and duly authorized;
 - (e) inform his employer or his client and make appropriate recommendations on obtaining further advice, if an assignment requires qualifications and experience outside his field of competence.
- (2) A registered engineer may accept an assignment requiring education or experience outside of his own field of competence, but his services shall be restricted only to those phases of the project in which he is qualified. All other phases of the project shall be performed by qualified associates, consultants, or employees.
- (3) A registered engineer shall not falsify nor misrepresent his, or his associates' qualifications, experience and prior responsibilities.

Safety of the community

- 4.—(1) A registered engineer shall—
 - (a) work in conformity with accepted engineering and environmental standards and in a manner which does not jeopardize welfare, health, or safety of the public;

- (b) endeavour to maintain engineering services which are essential to public health and safety;
- (c) have due regard to requirements for the health and safety of the workforce;
- (d) ensure that clients and employers are made aware of the social and environmental consequences of his projects and actions;
- (e) endeavour to ensure that engineering issues are interpreted to the public in a competent, objective and truthful manner and in a form which can be readily understood;
- (f) give due weight to the need to achieve sustainable development and to conserve and restore the productive capacity of the earth.
- (2) A registered engineer shall not associate himself with projects or enterprises which operate or will operate in a manner likely to endanger public health and safety or breach any relevant law.

Duty to apply skill and knowledge in the interest of employer or client fairly honestly and in good faith

5.—(1) A registered engineer shall---

- (a) act as a faithful agent or trustee to his client or employer, with objectivity, fairness and impartiality in all professional matters;
- (b) inform the employer or client of any possible adverse consequences regarding proposed activities based on accepted engineering practices and take all reasonable steps to find alternative solutions;
- (c) disclose promptly to his client or employer, the possible consequences where his judgement or decisions are overruled or disregarded, in respect of any project for which he has professional responsibility;
- (d) seek to further pursue a matter with his client or employer where he considers that adverse consequences may result from the client's or employer's failure to act in accordance with his professional advice; and if the client or employer so persists the engineer may make known to the public the adverse consequences without incurring a breach of these Rules;
- (e) faithfully comply with the terms of his engagement and not withdraw his services to his client or employer without justifiable cause or in accordance with any applicable law.

- (2) A registered engineer shall not-
- (a) reveal confidential facts, data or proprietary information obtained in a professional capacity without the prior consent of their owner:
- (b) disclose nor use confidential information gained in the course of his employment without express permission, unless permission unduly withheld would jeopardize the welfare, health or safety of the community;
- (c) undertake an assignment which will create a conflict of interest with his client or employer without their knowledge or consent:
- (d) act as an agent for both the provider and recipient of professional services without the knowledge or consent of the parties.

Duty to act fairly, honestly and in good faith towards every member of the community, including clients, employers and colleagues

6.—(1) A registered engineer shall—

- (a) be of good character and reputation and shall in all professional matters, act with honesty, truthfulness and fairness to all parties,
- (b) give recognition to, and credit for, the work of a fellow engineer when such recognition or credit is properly due;
- (c) make only impartial, honest and fair comments on the work of a fellow engineer; and
- (d) give a certificate of good character or competence for another engineer, only when to the best of his knowledge, that other person is of good character or competence;
 - (2) A registered engineer shall not-
- (a) knowingly misrepresent, libel or falsely discredit the reputation of a fellow engineer;
- (b) use a trusted or privileged position in any way to unfairly influence an award of contract for any purpose.

Duty to act in professional matters for each employer or client as faithful agents or trustees, and to avoid conflicts of interest or the appearance of conflicts of interest

7.—(1) A registered engineer shall—

- (a) in using designs supplied by a client, recognize that the design remains the client's property and may not be duplicated by the engineer for the benefit of any other person without the express permission of the owner of the design;
- (b) before undertaking work, in connection with which he may make improvements, plans, designs, inventions or other records which he may justify seeking copyrights, patents or proprietary rights, enter into a positive agreement regarding the rights of the respective parties;
- (c) observe that engineering designs, data, records and notes referring exclusively to an employer's work are the employer's property. The engineer may enter into an arrangement with the employer for the purpose of being indemnified for any purpose other than the original purpose;
- (d) sign or seal only those plans, specifications and reports prepared by him or under his direct supervision;
- (e) examine the circumstances and determine the appropriateness of accepting an engagement from a client if he has evidence that he is to replace another engineer, having first made all reasonable efforts to ensure that the other engineer is aware of the situation;
- (f) if asked by a client to review the work of another engineer or organization, discuss the review with the other engineer or organization prior to submitting the review if it is possible so to do.
 - (2) A registered engineer shall not-
- (a) undertake work without remuneration which is adequate to ensure that he is able to carry out his responsibilities in accordance with recognized professional standards;
- (b) accept financial or other compensation, from more than one party for services on the same project, nor provide free services, unless the circumstances are fully disclosed to, and agreed to by, all interested parties;
- (c) solicit nor accept financial or other valuable considerations, including free engineering designs, from material or equipment suppliers in return for specifying their products;
- (d) pay nor offer direct or indirect inducements to secure work;

- (e) solicit nor accept gratuities, directly nor indirectly, from contractors, their agents, or other parties dealing with his clients or employers, in connection with work for which he is responsible;
- (f) attempt to supplant another individual or organization who has been duly appointed by a client or employer nor accept engagement from a client or employer in replacement of another without first ascertaining that the appointment has been terminated by due notice;
- (g) unfairly criticize another engineer for his past work which was conducted in accordance with the accepted standards and practices and community values of the time, and in accordance with the needs of the time.

General

- 8.—(1) Nothing herein contained shall be construed as derogating from any existing rules of professional conduct and duties of an engineer which are in keeping with the traditions of the engineering profession, although not specifically mentioned herein.
- (2) Where explicit ethical guidance does not exist in any particular matter, a registered engineer shall determine his conduct by acting in a manner that promotes public confidence in the integrity and efficiency of the profession.
- (3) A registered engineer shall, when giving evidence before any tribunal--
 - (a) present information which is objective and accurate;
 - (b) express an opinion only on the basis of adequate knowledge and technical competence in the area, but this shall not preclude a considered speculation based intuitively on experience and wide relevant knowledge.
 - (4) A registered engineer shall-
 - (a) reveal the existence of any interest, pecuniary or otherwise, that could be taken to affect his judgement in an technical matter about which he is making a statement or giving evidence;
 - (b) ensure that all reports and opinions given to a client prior to a hearing include all relevant matters of which he is aware, whether they are favourable or unfavourable.
- (5) A breach by a registered engineer of any of these rules shall constitute misconduct in a professional respect and an engineer who commits such a breach shall be subject to any of the orders contained in section 19 of the Act.