

**GUIDELINES  
ON PROFESSIONAL EXPERIENCE  
REQUIRED UNDER SPECIAL ROUTE  
For Registration With  
The Board of Quantity Surveyors Malaysia  
UNDER SECTION 10(2)(C) OF THE QS ACT  
By QUANTITY SUVEYORS WORKING  
IN GOVERNMENT DEPARTMENTS**

Conducted By :



**Lembaga Juruukur Bahan Malaysia  
(The Board of Quantity Surveyors Malaysia)**

1. **REQUIREMENTS OF PRACTICAL EXPERIENCE IN GOVERNMENT DEPARTMENTS**
  - a. Those with relevant qualifications with minimum 8 years experience working in the Government Department carrying out QS Works.
  - b. Acquisition of two (2) years approved professional experience after registration as a Registered Graduate Quantity Surveyor with the Board.
  
2. **REPORT ON EXPERIENCE**

To submit a printed critical analysis Report (1500 to 2000 words) on his/her experience with emphasis on Quantity Surveyor's professional works.  
*(Please refer to Attachment 1 for the areas of submission on the professional works)*
  
3. **MINIMUM PROFESSIONAL ACHIEVEMENT**

Candidates must sit and pass the competency examination conducted by the Government at any level of Penilaian Tahap Kecekapan (PTK) under the SSM scheme.
  
4. **PROFESSIONAL INTERVIEW**

Candidates will be required to attend a Professional Interview conducted by a panel appointed by BQSM.
  
5. **DURATION OF IMPLEMENTATION**

The duration of implementation for this Special Route is from 28.10.2008 until 31.12.2011.
  
6. **APPLICATION FEES**

The application shall be accompanied with a application fee for the amount of RM200.00 in money order / bank draft / cheque made payable to the "Lembaga Juruukur Bahan Malaysia"

**THE BOARD OF QUANTITY SURVEYORS MALAYSIA**

**APPLICATION FOR SPECIAL ROUTE FOR REGISTRATION AND ASSESSMENT OF PROFESSIONAL EXPERIENCE REQUIRED FOR REGISTRATION WITH THE BOARD OF QUANTITY SURVEYORS MALAYSIA UNDER SECTION 10(2)(C) OF THE QS ACT BY QUANTITY SURVEYORS WORKING IN GOVERNMENT DEPARTMENTS**

**1. PERSONAL PARTICULARS**

Mr./ Mrs./ Miss \* : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode : \_\_\_\_\_  
 Telephone : Office : \_\_\_\_\_ House: \_\_\_\_\_ H/Phone: \_\_\_\_\_  
 Fax no. : \_\_\_\_\_ E-mail : \_\_\_\_\_  
 Graduate Registration No. : \_\_\_\_\_ Date of Admission : \_\_\_\_\_

**2. ELIGIBILITY FOR THE TEST OF PROFESSIONAL COMPETENCE**

Eligibility for the Test of Professional Competence. (This Section is to be completed by the Candidate)

2.1 Having read the Special Route Guidelines, I wish to register for the TEST OF PROFESSIONAL COMPETENCE in QUANTITY SURVEYING

**A. ACADEMIC QUALIFICATIONS**

- a. I have passed the Government PTK\_\_\_ Examination year\_\_\_\_\_
- b. I have obtained the following degree/ diploma on \_\_\_\_\_ and I attached documentary proof of my certificate (original or copy certified by a Registered Quantity Surveyor registered with the Board.)

- i. Name of University/ Polytechnic/ College : \_\_\_\_\_

- ii. Title of Degree or Diploma : \_\_\_\_\_

- iii. Date of Completion : \_\_\_\_\_

- iv. Proof of Local Practical Training during the course of study ( if any) \_\_\_\_\_

- c. I have read the Guidelines on application for special route for registration and assessment of professional experience required for registration with the Board of Quantity Surveyors Malaysia under section 10(2)(c) of the QS Act by Quantity Surveyors working in Government Departments and undertake to provide a report of critical analysis of my work experience (1,500-2,000 words).

\_\_\_\_\_  
 \_\_\_\_\_

**B. EMPLOYMENT**

I have a minimum of 8 years working experience as a Quantity Surveyor with the Government Agency / Department

a. Name and Office Address of the Present Government Agency / Department

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Date of 1<sup>st</sup> Appointment : \_\_\_\_\_

c. Details of Past Service : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(To use separate sheet of paper if the above space is insufficient)*

d. Current Position : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature of Candidate)

**3. EMPLOYMENT PARTICULARS**

(This section is to be completed and signed by the Head of Department in which candidate is employed)

3.1 a) Mr./ Mrs./ Miss \* \_\_\_\_\_

is / will \* be employed in our office at the following address :

\_\_\_\_\_  
\_\_\_\_\_

Telephone : \_\_\_\_\_ Fax : \_\_\_\_\_

b) He/ she is/ will be\* engaged on the following duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) The name and qualifications of the person directly responsible for the candidate's training is:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Head of Department

\_\_\_\_\_  
Name and Qualifications of Head of Department (BLOCK LETTERS)

Date : \_\_\_\_\_

\* Delete as appropriate

**FOR OFFICE USE ONLY**

FORM	COMMITTEE
Date Issued :	Decision:
Date Received:	
Certificate seen _____ and returned	
Examined and Acknowledged by	
Fee Received:	

**FOR OFFICE USE ONLY**

**1. REPORT AND RECOMMENDATION**

1. Form duly completed and signed	
2. Date of Graduation Registration	
3. Date of 1 <sup>st</sup> employment as QS in Government Department	
4. Date of fulfillment of 8 years experience as QS in Government Department.	
5. Date of fulfillment of 2 years satisfactory experience	

**Reccomendation**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Processed by :

Checked by :

.....  
Date :

.....  
Date:

**Comments by Registrar :** .....

.....

.....

.....

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**FOR OFFICE USE ONLY**

**2. PROFESSIONAL INTERVIEW**

**A. Interview**

	<b>Name of Interviewer</b>	<b>Signature</b>	<b>Remarks</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

**B. PTK\_\_ EXAM**

Results \* :                      Pass (    ) Fail (    )

**3. OVERALL RESULTS**

Results \* :                      Pass (    ) Fail (    )

**4. REASSESSMENT**

\*Tick as appropriate

**CRITICAL ANALYSIS REPORT ON THE EXPERIENCE WITH EMPHASIS ON QUANTITY SURVEYOR'S PROFESSIONAL WORKS.**

**(At least 3 out of six areas described below)**

**i. Feasibility Stage**

1. Preparation and Use of Cost Analysis
2. Preparation of Estimate from Sketch Plan to Detailed Design
3. Preparation and use of Detailed Budget
4. Preparation and Use of Cost Plan
5. Financially Feasibility studies including Economic Evaluation and Assessment of Total Expenditure.
6. Value Management / Engineering including Comparative Design Economics
7. "Cost-in-use" Studies / Life-Cycle Costing, namely the Relationship between Capital Expenditures for Individual Sections of Work and/or Components
8. Preparation/interpretation of Turnover, Profit/Loss Forecasts and Cash Flow Projections.
9. Cost Checking during the Development of Design
10. Contractual and Tendering Arrangements in the Context of early advice

**ii. Pre-Contract Stage**

1. Preparation and Documentation of B.Q. and other Tender Documents for Main Contracts, Sub-Contracts or Contracts of Supply.
2. Measurement, Estimating and Pricing for Tenders
3. Value Management/Engineering including Comparative Design Economics.
4. Preparation of Specification and/or Schedule of Rates
5. Data Processing Associated with the Preparation of Documentation.
6. Detailed Compilation and Analysis of Unit Rates/Preliminaries.
7. Selection and Evaluation of Tenders
8. Project Liaison Meeting with Employers and Consultants
9. Pre-qualification, Evaluation and Registration of Contractors.

**iii. Post Contract Stage**

1. Preparation of contract documents for Main Contract, Sub-Contracts or Contracts of Supply including rationalization of contract rates.
2. Application of Cost Control during the Progress of the Works.
3. Monitoring of Proposed Construction Methods and Sequences and those Actually Required and Reporting thereon.
4. Value Management / Engineering including preparation of Cost / Benefit Reports upon Alternative Construction Methods.
5. Analysis of Contracts Pricing Relative to Cost Recording Methods.
6. Preparation of Interim Valuations
7. Preparation of Variation Order and Final Account.
8. Report, Evaluating and Negotiating on Contractual and Extra-Contractual Issues.
9. Preparation and/or Interpretation of Cost/Value and Other Reconciliation Statements for Management Purposes.
10. Project Liaison Meeting with Employers and Consultants.
11. Site Surveys and Measurement and Attendance at Site Meetings.

**iv. Teaching, Research and Development**

1. Lectures
2. Studio, Tutorial and Site Visits.
3. Setting and Marking Examination.
4. Supervision of Thesis, Dissertation and Industrial Training.
5. Writing Books, Working Papers, Articles and Translation.
6. Academic Administration Relating to Curriculum and Syllabus Development and Academic Sub-Committees.
7. Research and Development.

- v. **Construction Management and Resource Procurement**
  - 1. Planning and Programming of Construction Activities
  - 2. Site Planning
  - 3. Management of Resources and Supervision of Works.
  - 4. Liaison with Employer, Consultants, Statutory and Service Authorities.
  - 5. Resource Determination, Scheduling and Purchasing.
  - 6. Procurement of Labour, Plant and Materials.
  - 7. Negotiation with and Management of Sub-contractors and Suppliers.
  
- vi. **Miscellaneous**
  - 1. Computer Software Development Relating to Quantity Surveying.
  - 2. Arbitration / Litigation / Alternative Dispute Resolution.
  - 3. Bankruptcy / Determination.
  - 4. Taxation Allowances and Grants.
  - 5. Production Cost / Quality Control / Time Standard and Operational Methods.
  - 6. Productivity Methods and Evaluation
  - 7. Insurances
  - 8. Management and Maintenance of Buildings.
  - 9. Schedule of Dilapidations
  - 10. Technical Audits
  - 11. Training
  - 12. Office Management including Resources, Allocations and Fees.
  - 13. Technical Seminars and Symposiums.
  - 14. Facilities Management.
  - 15. Risk Management.
  - 16. Environmental Impact Studies.
  - 17. Oil, Gas and Heavy Engineering.
  - 18. Other Specializations (Candidates to specify Specializations)