

**GUIDELINES
ON PROFESSIONAL EXPERIENCE
REQUIRED
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)**

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Approved by the Board of Quantity Surveyors Malaysia on 4 Mac 2004

1. Requirement of Practical Experience in Government Departments

- 1.1 Acquisition of a minimum of two (2) years approved professional experience after registration graduate Quantity Surveyor with the Board of Quantity Surveyors Malaysia (BQSM). Acquisit professional experience shall be under the supervision of a Member or Fellow of ISM and/or a Regi Quantity Surveyor with Board of Quantity Surveyors Malaysia (BQSM) in specified areas to be rec in a Work Diary and Log Book. Such records are to be summarized in a Report of Experience.
- 1.2 All Candidates must be familiar with the areas of approved professional training set out hereafter, should consult the Director of Contract and Quantity Surveying Division(DCQS), JKR about tr facilities, in order to ensure that they will acquire the necessary experience.
- 1.3 DCQS can assist by appointing a Supervisor for the Candidate. The onus is on the Candidate to ensu he/she receives appropriate training and experience, and to develop an acceptable level of confiden professional independence.

2. AREAS OF APPROVED PROFESSIONAL EXPERIENCE

- 2.1 All candidates will have to satisfy the Board that they have received reasonably balanced experience **least three (3)** out of the six(6) areas described hereafter with a minimum of 70 working days (in of time) in each of the three areas unless otherwise exempted by the Board. **However, the tr received must cover reasonable content of the three most covered areas.** Where the need Candidates must apply for written permission for such exemption before the end of the first y working.

2.1.1 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. Financial Feasibility Studies including Economics Evaluation and Assessment of Total Expendit
6. Value Management/Engineering including Comparative Design Economics.
7. "Cost-in-use" Studies/Life-Cycle Costing, namely the Relationship between Capital Expenditur subsequent Annual Maintenance and Running Cost of Expenditure for Individual Sections of and/or Components.
8. Preparation/Interpretation of Turnover, Profit/Loss Forecasts and Cash Flow Projections.
9. Cost Checking during the Development of Design.
10. Early Advice on Contractual and Tendering Arrangements.

2.1.2 Pre-Contract Stage

1. Preparation and Documentation of B.Q. and other Tender Documents for Main Contracts, 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. Date Processing Associated with the Preparation of Documentation.
6. Detailed Compilation and Analysis of Unit Rates/Preliminaries.
7. Selection and Evaluation of Tenders and Reporting on Tenders.
8. Project Liaison Meeting with Employers and Consultants.
9. Pre-qualification, Evaluation and Registration of Contractors.

2.1.3 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 Reporting thereon.
4. Value Management/Engineering including preparation of Cost/Benefit Reports upon Alter 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.

2.1.4 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 Committees
7. Research and Development

2.1.5 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

2.1.6 Specialised Competency

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).

2.2 When classifying training and experience for recording in diaries, Candidates should attempt to equate activities with the sub-areas listed. It is accepted that some operations may be classified under more than one heading and Candidates should enter such periods to achieve the best balance. Assessors will exercise flexibility when examining such entries.

2.3 Candidates wishing to count any experience which does not fall within the areas specified above must obtain the prior approval of the Board.

2.4 In assessing Candidates' training and experience, the Board will:-

- i) take into account the organization in which the Candidates are employed and the nature of their employment within the organization and
- ii) make due allowance for holidays, sickness and absence due to other causes.

3. WORK DIARY

3.1 All candidates will be required to keep weekly Work Diaries for at least two (2) years with a minimum of 480 working days.

3.1.1 Entries in the Work Diary should be clear and concise as all the Candidates will be required to analyze the work carried out during each month for summarizing in their Log Books and then into Report. Entries should state the time taken (day/s) for each sub-area and the relevant code of the sub-area.

3.1.2 The Work Diary must be signed by the Candidates weekly and certified by their Supervisors at the end of every month.

3.1.3 On completion of the professional experience the Candidate must submit the Work Diary, the Log Book and Report for Assessment.

4. LOG BOOK

4.1 All Candidates will be required to keep a Log Book. The purpose of this Log Book is to enable Candidates to present an analysis of their professional experience in chronological order based on entries in the Diary, which will enable the Assessors to determine if their professional experience is adequate and properly balanced. It will also provide an easy reference to any particular aspect of the experience set out in the Diary.

4.1.1 The Log Book should consist of Analysis of the Diary Sheets covering at least 2 years in terms of time spent by the Candidates on each area of approved professional experience.

4.1.2 The detailed analysis required for the Analysis of the Diary Sheets should be drawn from the Diary at the end of each month. The experience acquired during that month must be analyzed and entered in days or part days under the area and monthly heading of the analysis sheet. At the end of every four (4) months, it must be signed by Candidate and his Supervisor.

- 4.1.3 On completion of the 24th month or a minimum of 480 working days whichever is the latter, the Log must be completely filled and signed by his Supervisor.

5. REPORT ON EXPERIENCE

- 5.1 On completion of the 24th month, Candidates must submit to the Board together with the Log Book and Work Diary, a printed Report on experience (**IN DUPLICATE OF NOT LESS THAN 500 WORDS**)
- 5.2 This Report must be prepared by the Candidates themselves outlining the experience (based on records in the Log Book and Work Diary) that has been obtained during that period.
- 5.3 The Report must be certified by the Candidates' Supervisors as being the Candidates' own unaided and is a true reflection of the Candidates' experience and training as recorded in the Log Book and Diary.
- 5.4 Candidates whose Report on the experience is not approved by the Board are required to submit additional records of experience for the stipulated extended period.

6. MINIMUM PROFESSIONAL ACHIEVEMENT

- 6.1 Candidates must sit and pass a minimum of the technical competency examination conducted by the Government at Penilaian Tahap Kecekapan (PTK) level 2 (Bahagian Khusus PTK 2) under the scheme before he/she can be considered for registration as a Registered Quantity Surveyor with the Board of Quantity Surveyors Malaysia.

7. PROFESSIONAL INTERVIEW

- 7.1 After satisfactory acquisition of the professional experience and the passing of PTK level 2, Candidates will be required to attend a Professional Interview conducted by a panel appointed by Jawatankuasa Kelayakan dan Pendaftaran, comprising a BQSM Board member, a member of ISM and a Head of section, Cawangan Kontrak dan Ukur Bahan, Ibu Pejabat JKI.

EXAMPLE OF WEEKLY WORK DIARY

WEEK

Date	Nature of Professional work carried out	No. of days	Code of trade area
2.2.2004 to 7.2.2003	Preparation and Documentation of B.Q. and other Tender Documents for Main Contracts for SMS Muar. Measurement, Estimating and Pricing for SMS Muar Tender.	4 2	2.1.2. 2.1.2.

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(Candidate Signature)

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(Supervisor's Signature)
Name in block letters