

**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**

Conducted By :



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

Level 17, JKR Headquarters, Jalan Sultan Salahuddin, 50582 Kuala Lumpur
Tel : 03-26967809 / 0326968140 Fax : 03-26925680
Email : info@bqsm.gov.my Website : www.bqsm.gov.my

Approved by the Board of Quantity Surveyors Malaysia on 28 October 2008

1. **REQUIREMENTS OF PRACTICAL EXPERIENCE**

- a. Those with relevant qualifications and with a minimum of 8 years experience carrying out QS Works after a obtaining recognized degree, and
- b. Acquisition of two (2) years approved professional experience after registration as a Registered Graduate Quantity Surveyor.

2. **REPORT ON EXPERIENCE**

To submit a Critical Analysis Report (not less than 3,000 words) on his experience with emphasis on Quantity Surveyor's professional services.

(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 or Professional Practice Paper 2 (PP2) in Direct Final Examination conducted by the Royal Institution of Surveyors Malaysia (RISM).

For candidate sitting for Professional Practice Paper 2, candidate is required to be a Graduate Member of RISM.

4. **PROFESSIONAL INTERVIEW**

Candidates will be required to attend a Professional Interview conducted by a panel appointed by Board of Quantity Surveyors Malaysia (BQSM).

5. **DURATION OF IMPLEMENTATION**

The duration of implementation for this Special Route is from 28.10.2008 until 31.12.2013.

6. **APPLICATION FEES**

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

7. **SUBMISSION OF APPLICATIONS**

All application for Special Route for registration with the Board Of Quantity Surveyors Malaysia under section 10(2)(c) of the QS Act must be submitted to :

Lembaga Juruukur Bahan Malaysia
Tingkat 17, Ibu Pejabat JKR
Jalan Sultan Salahuddin
50582 Kuala Lumpur
Tel : 03-26967809 / 03-26968142

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

1. PERSONAL PARTICULARS

Name :

Address :

.....

..... Postcode :

Contact No / Office : House : Mobile :

Fax No : E-mail :

Graduate Registration No : Date of Admission :

2. ELIGIBILITY FOR APPLICATION

I have read the Special Route Guidelines and wish to register for registration with the Board of Quantity Surveyors Malaysia under section 10(2)(C) of the QS Act
(please ✓ where appropriate)

A. ACADEMIC QUALIFICATIONS

I have passed the following competency examination and attached herewith the documentary proof for your attention.

- Government PTK year
- Professional Practice Paper 2 (PP2) of the RISM Direct Final Examination year

B. REPORT ON EXPERIENCE

- I attached herewith a report of Critical Analysis of my work experience (not less than 3,000 words).

C. EMPLOYMENT

a. Name and Address of Present Employer

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.....

Present Position :

b. Professional Experience (*please provide the detail as an attachment*)

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.....

c. Date of 1st Appointment :

Date :

.....
(Signature of Candidate)

3. EMPLOYMENT PARTICULARS

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

a) Mr./ Mrs./ Miss * : is employed in our office at the following address :

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.....

Telephone No : Fax No :

b) He / she is engaged on the following duties :

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.....
.....

c) Name and qualification of the immediate supervisor for the candidate's professional experience :

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.....

Signature : Date :
Name :
Qualification :

* Delete as appropriate

FOR OFFICE USE ONLY

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

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1. REPORT AND RECOMMENDATION	
1. Form duly completed and signed	
2. Date of Graduation Registration	
3. Date of 1 st employment as QS	
4. Date of fulfilment of 8 years experience as QS	
5. Date of fulfilment of 2 years satisfactory experience	
Reccomendation	

Processed by :	Checked by :
_____	_____
Date :	Date:
Comments by Registrar : _____	

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2. PROFESSIONAL INTERVIEW

A. Interview

	Name of Interviewer	Signature	Remarks
1			
2			
3			
4			
5			

B. PTK___ / PP2 EXAM

Results * : Pass () Fail ()

3. OVERALL RESULTS

Results * : Pass () Fail ()

4. REASSESSMENT

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* 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)