

THE INSTITUTION OF ENGINEERS, SRI LANKA (IESL)

APPLICATION FOR NEWLY REGISTERING AS A STRUCTURAL ENGINEER FOR THE DESIGN OF BUILDINGS WITH MORE THAN 4 FLOORS AS PER THE REQUIREMENTS OF THE URBAN DEVELOPMENT AUTHORITY

NOTES FOR APPLICANTS (FOR GUIDELINES PLS REFER: CEOO-SE/GD/13) (Click - [CEOO-SE/GD/13](#))

1. As per the requirements of the Urban Development Authority (UDA), Provincial and local authorities, it has become necessary for the Corporate Members in the field of Civil Engineering to register with the Institution in order to be eligible to carry out structural designs of buildings with more than 4 floors. Interested members are requested to apply for registration using this application form.
2. The duly filled application form has to be accompanied by a brief CV of the applicant and an application processing fee of Rs. 10,000/- + 18% VAT. Please note that an application once received at the IESL Secretariat would be processed only if the member has settled his/her subscription fees up to and including the year he/she requests registration for.
3. Once an application is received from a member who has settled all his/her subscription fees due from him/her, it will be referred to a panel of senior structural engineers for evaluation. The panel will, inter alia, consider the following criteria when evaluating the application for its suitability.
 - a. The applicant's previous design experience in the category of buildings applied for: The member applying in respect of buildings up to 8 floors should have not less than two years and with more than 8 floors should have not less than three years of comprehensive experience of designing buildings of that category and prove that he/she has carried out the complete design of such buildings verified and countersigned by either a senior structural design engineer who supervised the work concerned directly OR by a structural design engineer who has personal knowledge of the ability and competence of the applicant to do the type of structural designs indicated. The verifying engineer himself/herself should have been registered with the Institution under the particular building category.
 - b. The degree of responsibility and involvement in the designs done
 - c. Employment record
 - d. Knowledge on engineering fundamentals
 - e. Familiarity & use of current design codes in carrying out the design work
 - f. Awareness on safety aspects and precautionary measures to be adopted, especially in respect of excavations and foundations
 - g. Basic approach to foundation design
 - h. Relevant postgraduate qualifications, if any
 - i. Willingness to seek advice in case of doubt or unfamiliarity
 - j. Interest in Continuing Professional Development
 - k. Sincerity and commitment with which the designs are undertaken using an ethical approach and avoiding risks
 - l. Any other relevant experience
4. If a member fails to provide all the information requested, his/her application can be rejected.
5. If the panel so decides, the applicant would be called for a written examination conducted by the Institution and should obtain the minimum marks stated under different categories in the Guidelines (Refer: CEOO-SE/GD/13 – Click [CEOO-SE/GD/13](#)) (written Examination is not applicable for candidates those who select OPTION – 01 under CATEGORY-4 and CATEGORY-5). All candidates applying under any category have to be successful at an interview conducted by a Panel of Senior Engineers having experience in Structural Designs and appointed by the Institution.
6. Once registered, it is the applicant who will be held personally responsible or liable for the designs he/she does, other engineering work he/she authorizes or certifies but not the organization he/she represents or the Institution.

Note: It is mandatory for structural engineers to use the seal in their official correspondence and in certification of drawings. Seals will be issued by the Institution on request for a fee of Rs. 3,000/- + 18% VAT. This seal will not carry an expiry date. The members are advised to refrain from using the seal if he/she has ceased to be a member of the Institution

for nonpayment of subscription fees or on disciplinary grounds. If the applicant does not possess a seal, it can be obtained by submitting an online application through IESL website.

PERSONAL INFORMATION

Full name:			Membership No:
Person Address			Province:
Designation		Employer's name and office address:	
Tel (Residence):		Tel (Office):	
Mobile		Email	
Name/s of recognized professional body/bodies of structural engineers in Sri Lanka or abroad in which the member holds membership:			

BUILDING CATEGORIES DEPENDING ON THE NUMBER OF FLOORS

Building Category applied for (Please place a 'X' mark in the appropriate cage):

S/N	Building Category	Selection
1	From 5 to 8 floors, both inclusive (Intermediate Rise- Category 2)	
2	From 9 to 12 floors, both inclusive (Middle Rise – Category 3)	
3	From 13 to 20 Floors, both inclusive (High Rise – Category 4)	
4	More than 20 floors (High Rise – Unlimited – Category 5)	

i. Please indicate the number of floors for which you have acquired experience:

ii. State whether you are already registered under Intermediate / Middle Rise category (Yes/No):

Note: Building categories according to Urban Development Authority classification are: Intermediate Rise - between 5 and 8 floors (both inclusive); and Middle Rise/High Rise - above 8 floors.

QUALIFYING WORK EXPERIENCE

(Please clearly list out using the format given in the Annexure, the projects for which you have had full or partial responsibility for structural design work during the last five years, indicating wherever possible the extent and the complexity of the work performed. The details provided should be verified and countersigned by either a senior structural engineer who supervised your work or by a structural engineer who has personal knowledge of your ability and competence to do the type of structural designs indicated).

I have enclosed herewith the details of qualifying work experience along with my CV.

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Applicant's Signature

Date

Annexure**FORMAT FOR INDICATING THE QUALIFYING WORK EXPERIENCE**

- Name of the building : _____
- Location : _____
- Client : _____
- Consultant : _____
- Contractor : _____
- Cost of the works : _____
- Building category : _____

(Intermediate Rise/ Middle Rise/High Rise/High Rise-Unlimited)

- Height/Least Width Ratio : _____
- Number of floors : _____
- Date of completion of the work : _____
- Details of the design work done : _____

I declare that I am competent to certify structural designs and drawings of buildings in the building categories mentioned.

Applicant's Signature

Date

I certify based on my personal knowledge that, the applicant carried out the above work satisfactorily.

Verifying Member's Signature

Verifying Member's Name:

Membership No