

LEGAL NOTICE NO.

THE ENGINEERS ACT, 2011
(No. 43 of 2011)

IN EXERCISE of the powers conferred by section 58 of the Engineers Act, 2011 the Engineers Board of Kenya, with the approval of the Cabinet Secretary for Transport, Infrastructure, Housing, Urban Development and Public Works, makes the following rules—

PART I: PRELIMINARY PROVISIONS

- Citation. **1.** These regulations may be cited as the Engineers Rules, 2018.
- Interpretation. **2.** In these Rules unless the context otherwise requires—
- “Act” means the Engineers Act, 2011.

PART II: REGISTRATION OF ENGINEERS

- Registration as a professional or consulting engineer. **3.(1)** A person who wishes to be registered as a professional or consulting engineer under section 17 of the Act shall—
- (a) in the case of a professional engineer—
- (i) submit an application for registration in FORM EBK1 set out in the First Schedule;
- (ii) provide certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 16(a) of the Act;

- (iii) demonstrate achievement of practical experience in engineering field for a period of not less than three years as a graduate engineer; and
 - (iv) undertake such professional examinations as the specified in the Second Schedule.
- (b) in the case of a consulting engineer—
- (i) submit an application for registration in FORM EBK 2 set out in the First Schedule;
 - (ii) provide certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 16(b) of the Act;
 - (iii) demonstrate the achievement of practical experience as a registered professional engineer for in at least five consecutive years immediately preceding the application; and
 - (iv) undertake and pass a professional interview to satisfy the Board on the applicants professional competency.

Registration
as a Graduate
Engineer.

4.(1) A person who wishes to be registered as a graduate engineer under section 18 of the Act shall—

- (a) submit an application for registration in FORM EBK 3 set out in the First Schedule;
- (b) provide certified copies of degree certificates or its equivalent from a recognized university; and
- (c) provide proof of Kenyan citizenship or Permanent residence of Kenya.

(2) The application for registration and all certificates and such other documents submitted for the purposes of registration shall be in English and where applicable, all translations shall be in English and by competent authorities.

Engineering
consulting
firm.

5.(1) A person who wishes to register an engineering consulting firm under section 21 of the Act shall—

- (a) submit an application for registration in FORM EBK 4 set out in the First Schedule;
- (b) provide certified copies of such documents as are necessary to prove qualification for registration under section 21(a) and (b);
- (c) provide proof that object of the firm must be consulting engineering services;
- (d) provide proof of citizenship of the shareholders or partners;
- (e) provide certified copies of PIN, VAT and valid Tax compliance certificates of the firm; and
- (f) provide evidence of existence of a bank account in the name of the firm.

(2) An applicant shall in addition to the requirements of paragraph (1) provide—

- (a) in the case of a sole proprietorship—
 - (i) proof that the sole proprietor is a licensed consulting engineer; and
 - (ii) a copy of proof the registration certified by the Registrar-General of the Business Registration Service.
- (b) in the case of a partnership—

- (i) a copy of proof the registration certified by the Registrar-General of the Business Registration Service;
 - (ii) proof that the managing partner is a licensed consulting engineer;
 - (iii) proof that other partner(s) is either licensed consulting or professional engineer.
- (c) in case of a limited liability company—
- (i) a copy of proof the registration certified by the Registrar-General of the Business Registration Service;
 - (ii) proof that the principal shareholder is a consulting engineer;
 - (iii) proof that least fifty-one per cent of the shares of the engineering consulting firm are held by consulting engineers and that of the remaining forty-nine per cent, not less than twenty-four per cent of the shares are held by professional or consulting engineers and not more than twenty-five per cent of the shares be held by any person, or anybody corporate or any person and body corporate; and
 - (iv) list of directors.
- (d) in the case of a foreign firm proof that the firm is incorporated in Kenya and at least fifty one percent of its shares are held by Kenyan citizen(s) who shall be consulting engineers.
- (3) The day-to-day affairs of the engineering consulting firm shall be under the control and management of a person who—
- (a) is a Consulting Engineer with Practicing licence; and

- (b) is authorized under a resolution of the board of directors of the engineering consulting firm to make all final engineering decisions on behalf of the consulting firm in respect of the requirements under the Act or any other law relating to the supply of professional engineering services or works by engineering consulting firm.
- (4) An engineering consulting firm may to apply for renewal of the licence in the prescribed form and submitting an undertaking that:
 - (a) the firm has not been black listed by any government agency; and
 - (b) the list of engineers serving with the company is accurate.
- (5) For the purposes of section 20(1) of the Act, principal shareholder means a single individual or group of individuals holding at least fifty-one per cent of the shares in the firm.
- (6) An Engineering Consulting Firm shall have at least one registered Consulting engineer working in the specialized discipline in which an Engineering Consulting Firm is wishes to of practice in.
- (7) The application for registration of engineering consulting firms shall be made in writing and in English language in the prescribed form.
- (8) An engineering Consulting firm shall, within thirty days of the occurrence of any change of its sole proprietorship, or the composition of its partners, board of directors or its shareholders, notify the Board of the change and submit to the Board—
 - (a) a copy of proof of change certified by the Registrar-General of the Business Registration Service; and
 - (b) proof that the change has not affected the requirements for registration of the firm under the Act.

Temporary
registration.

6.(1) A foreign person who wishes to register as a temporary engineer under section 23 of the Act shall submit an application for registration in FORM EBK 5 set out in the First Schedule;

(2) An application under paragraph (1) shall be accompanied by—

- (a) proof of registration as a professional engineer from the country where he practices engineering;
- (b) a certified copy of valid practicing license and valid professional membership from the country of origin;
- (c) proof of previous professional engineering services rendered or works done and completed in the past three years;
- (d) a letter of recommendation from the employer clearly stating the specific project the engineer seeks to offer services and the duration of such services; and
- (e) a detailed career report on professional practice stating engineering services provided and client details.

Renewal of
temporary
registration.

7.(1) At least three months before the expiry of a temporary registration, a foreign person may apply for the renewal of temporary registration in the prescribed form.

(2) An application under paragraph (1) shall be accompanied by—

- (a) a copy of the current practicing licence issued by the Board;
- (b) an employment contract for the period for which a renewal is sought;
- (c) proof that the applicant has maintained a good standing as a foreign person engineer or firm;

(d) proof of skills transfer to local engineers where such requirement formed basis of registration;

(e) the fees prescribed in the Third Schedule.

Accredited
checker.

8.(1) A person who wishes to register as an accredited checker under section 24 of the Act shall submit an application for registration in FORM EBK 6 set out in the First Schedule.

(2) An application under paragraph (1) shall be accompanied by—

(a) an updated detailed curriculum vitae; and

(b) certified copies of certificates and other relevant documents as are necessary to prove qualification for registration under section 24(2) of the Act.

(3) A person registered as an accredited checker shall have the powers to evaluate, analyze and review the engineering designs and perform such original calculations with a view to determining the adequacy of the design and compliance with safety requirements.

(4) A report prepared by an accredited checker shall include, but not limited to:

(a) codes of practice used for the works being checked;

(b) standards and specifications of materials adopted for the works;

(c) analysis of the safety features checked;

(d) observations or suggestions for amendments or alternative solutions on designs consistent with his terms of reference and applicable standards, codes, and local by-laws and regulations;
or

(e) any other engineering detail that might have a bearing on the adequacy and safety of the works.

(6) The registration of an accredited checker shall be valid for one year and upon expiry an accredited checker may apply for renewal in the prescribed form and pay the fees prescribed to the Board.

(5) An Accredited Checker shall take full responsibility for the integrity, thoroughness and competence of his report and recommendations.

(7) An accredited checker shall be required to submit a written report annually detailing the tasks undertaken during the year ended in performance as an accredited checker for renewal of registration.

Application
for
registration.

9.(1) The application for registration and all certificates and such other documents submitted for the purposes of registration shall be in English and where applicable, all translations shall be in English and by competent authorities.

(2) An application under these Regulations shall be accompanied by the application fees prescribed in the Third Schedule.

(3) The Board may, while processing an application, require an applicant to submit original certificates or documents for authentication.

(4) The Board may require an applicant to furnish such further information or evidence of eligibility for registration as it may specify.

(5) The Board may require the applicant to attend in person for the evaluation to determine the standards of competence.

(6) The Board shall determine applications under this regulation based on the evaluation criteria determined by the Board.

(7) The Board shall recognize professional registration by a foreign body with which the Board has a mutual recognition agreement.

Identification documents on Registration by the Board.

10.(1) The Board shall issue every registered professional engineer consulting engineer with a practicing identity card.

(2) Every professional or consulting engineer shall carry the practicing identity card issued under paragraph (1) when practicing and produce it to the Registrar or his designated persons upon request and in any case not later than twenty-four hours after the requirement.

(3) A practicing identity card issued under paragraph (1) shall be valid for a period of three years.

(4) The Board shall, issue an official rubber stamp to every professional and consulting engineer registered under the Act on payment of the fees prescribed in the Third Schedule.

(5) The rubber stamp issued under paragraph (4) shall be used for approving or certifying engineering documents including design calculations, drawings, technical reports and other engineering documents.

(6) A professional engineer or a consulting engineer shall sign and date and affix the rubber stamp issued under paragraph (4) on any approval or certification given by the professional engineer or a consulting engineer.

(7) A professional engineer or a consulting engineer who fail to use rubber stamps issued under paragraph (4) commits an offence.

(8) An official rubber stamp issued to a person with temporary registration shall be valid for the period of registration and such validity shall be inscribed on the stamp.

(9) The Board shall issue to engineering consulting firms stickers and site instructions books upon payment of a prescribed fee.

Loss,
destruction or
mutilation of
documents.

11.(1) The holder of a certificate of registration or a practicing licence or any other document issued by the Board shall notify the Board, as soon as is practicable, of the loss, destruction or mutilation of the certificate of registration or a practicing licence or any other document.

(2) Where a registration certificate or practicing licence has been defaced or become obliterated, no duplicate shall be issued unless the original is returned to the Registrar.

(3) A duplicate of an extract of a registration certificate or practicing licence may be issued upon applicants upon—

(a) the submission of a police loss report and;

(b) the payment of the prescribed fees.

Renewal of
licence.

12. A person who wishes to renew a licence shall apply to the Board for renewal of the licence.

Annual
subscription
fees.

13.(1) Every person registered under the provisions of the Act shall be required to pay the annual licence fees prescribed in the Third Schedule on 1st January of every calendar year.

(2) The Board shall impose a five per cent penalty for every calendar month on outstanding annual licence fees for a licence which has not been renewed for a year or longer.

PART III: COMPLAINTS AND DISCIPLINE BY THE BOARD

Complaints
and
disciplinary
proceedings.

14.(1) A person who wishes to make a complaint in accordance with section 53(1) of the Act against a professional engineer, consulting engineer or an engineering consulting firm shall make the complaint in writing to the Registrar, who shall then refer that complaint to the Board.

(2) Where the Board has received a complaint under paragraph (1) and is satisfied that there may be sufficient grounds for the complaint, it shall establish, an *ad hoc* Inquiry Committee, to investigate the complaint.

(3) An Inquiry Committee established under paragraph (2) shall consist of—

- (a) three consulting engineers with adequate expertise in the area of inquiry, appointed by the Board;
- (b) two Consulting Engineers nominated by Institution of Engineers of Kenya with expertise in the area of inquiry; and
- (c) secretary to the Inquiry Committee appointed by the Registrar who shall be an *ex official* member.

(4) Before the commencement of an inquiry, the Registrar shall send, by registered post to the last known address, a notice to the professional engineer, consulting engineer or engineering consulting firm whose conduct is being inquired into stating—

- (a) the complaint against the professional engineer, consulting engineer or engineering consulting firm;
- (b) that the professional engineer, consulting engineer or engineering consulting firm may be required to attend and give evidence before the Inquiry Committee, where required to do so.

(5) The Inquiry Committee shall investigate the complaint within a period of four weeks of establishment and submit a report together with its recommendations, to the Board for its consideration.

(6) Subject to the provisions of the Act and these Regulations, the Inquiry Committee may regulate its own procedures.

(7) Upon receipt of a report and recommendations under paragraph (6), the Board shall, where it is satisfied that there are grounds for the complaint—

- (a) cause a charge containing the facts of the complaint alleged to have been committed by the Professional Engineer, Consulting Engineer or Engineering Consulting firm to be sent by registered post to him or it at his or its last known address;
- (b) require the professional engineer or engineering consulting firm to provide a written response regarding the complaint within the period of at least fourteen days from the date of notice, specified in the notice; and
- (c) request the Professional Engineer, Consulting Engineer or Engineering Consulting Firm to attend the hearing to be convened by the Board in pursuance of section 53 of the Act.

(8) Where the professional engineer, Consulting Engineer or Engineering Consulting firm, without reasonable excuse, fails to attend the hearing convened by the Board, the Board may proceed to hear the case notwithstanding the absence of the professional engineer, consulting engineer or engineering consulting firm, if the Board is satisfied that paragraph (1) has been complied with.

Reinstatement
to the register

15.(1) Any engineer or engineering consulting firm practice whose name has been removed from the Register pursuant to an order of the Disciplinary Committee or Board under section 53 (6)(c)(i) who appeals shall, if the appeal is allowed under section 54, forthwith be reinstated in the Register and be issued with a certificate of registration by the Registrar.

(2) Any person whose name has been removed from the Register pursuant to section 29 of the Act may be reinstated in the Register and be issued with a certificate of registration by the Registrar —

(a) after making an application for reinstatement and pay the fees prescribed in the Third Schedule and penalties, where applicable; and

(b) upon satisfying such conditions as may be determined by the Board.

(3) The Registrar shall, in so far as is practicable, bring every application for reinstatement before the Board for its consideration at its first meeting after receiving the application.

(4) Any person whose name has been removed from the Register pursuant to an order of the Board under subsection 53(6) (c)(i) and who has not appealed against that order or whose appeal has been dismissed, may apply for reinstatement in the Register after the expiration of not less than six months from the date of the order of removal or cancellation of licence or from the date of the decision of the appeal.

(5) The Board upon receipt of satisfactory evidence of proper reasons application for reinstatement under paragraph (4) and upon reimbursement to it of all expenditure incurred by it arising out of the proceedings leading to the removal or cancellation of and shall, upon payment of the prescribed fee issue a certificate of registration to the person.

PART V: PROVISIONS RELATING TO TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT

Evaluation of
foreign
awards

16.(1) Pursuant to the provisions of Section 7(1)(i) of the Act, the Board shall evaluate the following local and foreign awards, degrees or programs for recognition by the Board—

(a) certificates from institutions and programmes accredited by relevant academic accreditation institutions;

- (b) foreign awards, degree or program recognized by academic accreditation bodies in the country of origin; or
- (c) certificates from institutions offering engineering training programmes.

(2) A graduate or professional engineer who requires evaluation for purposes of recognition under paragraph (1)—

- (a) original certificates and academic transcript;
- (b) copies of the detailed program curriculum, handbook or courses' outlines.

(3) The Board shall undertake evaluation of the awards using such evaluation methods and tools of set by the Board.

(4) The outcome of the evaluation shall determine whether an award, degree or program shall be recognized by the Board.

Accreditation
of
engineering
programs.

17. Pursuant to the provisions of section 7(1)(l) of the Act, the Board shall carry out accreditation and approval of engineering programs in Kenya in accordance with the Fourth Schedule.

Continuing
Professional
Development
for engineers.

18. Pursuant to section 7(1)(o) of the Act the Board shall cause Continuing Professional Development for engineers to be held in accordance with the Fifth Schedule.

Conduct of
professional
examinations
for engineers.

19.(1) Pursuant to section 7(1)(n) of the Act, the Board shall conduct professional examinations for engineers in accordance with the Second Schedule.

(2) The Board shall conduct professional examination through such panels as may be established and constituted by the Board from time to time.

(3) A person who wishes to take professional examinations for shall apply in writing and pay application and professional examination fees prescribed in the Third Schedule.

PART V: GENERAL PROVISIONS

Notification
of change of
address.

20. A Registered engineer or firm shall, within one month of any change of postal and physical address as entered in the Register, notify the Registrar, in writing, of such change.

Code of ethics
and conduct
for engineers.

21.(1) Every engineer shall to adhere and uphold the code of ethics and conduct for engineers as provided under the Sixth Schedule.

(2) Every engineer shall, upon registration, make an undertaking to adhere and uphold the code of ethics and conduct for engineers.

Fees charged
for
professional
services

22. The engineers and engineering consulting firms registered under the Act shall charge such fees, for engineering services rendered, as shall be determined by the Board from time to time.

Format of the
Register

23.(1) In addition to the details required to be shown in the Register under sections 27(2) the Register shall show the following details against the name of a person or firm whose name is entered in the Register—

(a) gender; and

(b) Identity Card Number or Passport Number.

(2) Pursuant to section 27(1) the Board shall maintain an electronic Register with a back-up hard copy of the Register in the Parts set out in the Seventh Schedule.

SCHEDULES

FIRST SCHEDULE

(r. 3(1)(a)(i)), (1)(b)(i)), (r. 4(1)(a)), (r. 5(1)(a)), (r. 6(1)), (r. 8(1))



ENGINEERS BOARD OF KENYA
— Enhancing Professionalism —

THE REGISTRAR
ENGINEERS BOARD OF KENYA
P. O. BOX 30324-00100

NAIROBI

APPLICATION FOR REGISTRATION AS A PROFESSIONAL ENGINEER

Surname

Other Names

Title (Dr., Mr., Mrs., Miss)

Birth Date Gender Male ☐ Female ☐

Any form of disability No ☐ Yes ☐ (Specify).....

Nationality

Postal Address Telephone

Email Address

Academic Qualifications

Discipline

Date of registration as a Graduate Engineer. Registration No.

Name of Employer and Address.....

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NOTE: All information to be printed in English Language.

EDUCATION:

School or University	Location	From	To	Diploma/ Degree Received	Month and Year

Note:- The application must be accompanied by two coloured Passport Size Photos, IEK Membership, certified copies of the original Degree Certificate, Engineers Board of Kenya Certificate, and a copy of the National ID/Card or Passport all duly

certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp .

SPECIAL QUALIFICATIONS:

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MEMBERSHIP OF ENGINEERING INSTITUTION:

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EXPERIENCE:

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A *separate sheet may be used if necessary*). This should be certified by one of the referees named below.

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REFERENCE:

I append the names and addresses of three Professional Engineers, to whom reference may be made regarding my experience and character.

1.
2.
3.

An applicant's supervisor should be listed as one of the referees. Persons named as referees MUST be Professional Engineers and with a current valid Annual Licence.

Payments to be made through CHEQUES, BANKERS CHEQUES, OR DEPOSITS TO NATIONAL BANK OF KENYA A/C NO. 01001031539000 HILL PLAZA BRANCH, NAIROBI AND ORIGINAL SLIP SENT TO THE BOARD.

1. I attach my application fee of Kshs. 10,000 payable to the Engineers Board of Kenya which I understand is not refundable.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Engineers Act, 2011 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of applicant

Date

FOR OFFICE USE ONLY	
Deposit receipt No	Date of Registration
Registration Number	Candidate notification date

GPB (L

Revised 2018

FORM EBK2

(r. 3(1)(b)(i))



ENGINEERS BOARD OF KENYA

Enhancing Professionalism

No.....

APPLICATION FOR REGISTRATION AS A CONSULTING ENGINEER

THE REGISTRAR

ENGINEERS BOARD OF KENYA

P. O. BOX 30324-00100

NAIROBI

All information to be Printed in the English

Surname.....

Other Names.....

Title (Eng., Dr., Mr., Mrs., Miss)

Birth Date Gender Male ☐ Female ☐

Any form of disability No ☐ Yes ☐ (Specify).....

Nationality

Postal Address Telephone

Email Address

Academic Qualifications

Discipline

Date of registration as a Professional Engineer.

Name of Current Employer and Address.....
.....

EDUCATION:

School or University	Location	From	To	Diplom/Degree Received	Month and Year

Note:- The application must be accompanied by two coloured Passport Size Photos, certified copies of the original Diploma/Degree Certificate, Engineers Board of Kenya Certificate, Corporate Member IEK and a copy of the National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp.

SPECIAL QUALIFICATIONS:

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MEMBERSHIP OF ENGINEERING INSTITUTION:

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EXPERIENCE:

I submit below my experience in a chronological order including the name and address of each employer and description of projects carried out. *(A separate sheet may be used if necessary)*. This should be certified by one of the referees named below.

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REFERENCE:

I append the names and addresses of three Consulting Engineers, to whom reference may be made regarding my experience and character.

1.
2.
3.

An applicant's supervisor should be listed as one of the referees. The Referees must be registered with the Board as Professional Consulting Engineers with current valid annual licences.

Payments to be made through CHEQUES, BANKERS CHEQUES, OR DEPOSITS TO NATIONAL BANK OF KENYA A/C NO. 01001031539000 HILL PLAZA BRANCH, NAIROBI AND ORIGINAL SLIP SENT TO THE BOARD.

1. I attach my application fee of Kshs. 20,000 payable to the Engineers Board of Kenya which I understand is not refundable.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Engineers Act, 2011 and understood that, if registered as a Consulting Engineer, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register of Consulting Engineers.

Signature of applicant

Date.....

Deposit receipt No Date of Registration

For office
Use only.

Registration Number Candidate notification date

FORM EBK3

(r. 4(1)(a))



ENGINEERS BOARD OF KENYA

Enhancing Professionalism

APPLICATION FOR REGISTRATION AS A GRADUATE ENGINEER

No.....

THE REGISTRAR

ENGINEERS BOARD OF KENYA

P. O. BOX 30324 - 00100

NAIROBI

All information to be Printed in the English

Surname

Other Names

Title (Dr., Mr., Mrs., Miss)

Birth dateGender Male ☐ Female ☐

Any form of disability No ☐ Yes ☐ (Specify).....

Nationality

Postal address Mobile.....

Email Address

Academic qualifications

Discipline.....

Name of employer and address

.....

EDUCATION:

School or University	Location	From	To	Degree Received	Month and Year

Note:- The application must be accompanied by two coloured Passport Size Photos, certified copies of the original degree Certificate, 'O' Level certificate and a copy of the National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp.

Graduates from Foreign universities, please attach certified copies of the transcripts, address/email address of the university and the contact person.

Payments to be made through CHEQUES, BANKERS CHEQUES, OR DEPOSITS TO NATIONAL BANK OF KENYA A/C NO. 01001031539000 HILL PLAZA BRANCH, NAIROBI AND ORIGINAL SLIP SENT TO THE BOARD.

1. I attach my application fee of Kshs. 4,000 payable to the Engineers Board of Kenya which I understand is not refundable.
2. I hereby certify that the foregoing statements are true and correct and that I have read the Engineers Act, 2011 and understand that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register for Graduate Engineers.

Signature

Date

Deposit receipt No Date of Registration

For office
Use only.

Registration Number..... Candidate Notification Date

Revised 2018



ENGINEERS BOARD OF KENYA

Enhancing Professionalism

APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTING FIRM

(To Be Completed By the Applicant in Block Letters)

Name of *sole proprietorship/partnership/body corporate:

Registered Address:

Physical Address (Location of Registered office)

Tel No.: Fax No.:

E-mail: Mobile No.:

PIN Reg. No.: VAT Reg. No.:

House No.: Block No.:

LR No.: Street Name:

Town/City:

1. DETAILS OF *SOLE PROPRIETOR/PARTNERS IN THE PARTNERSHIP:

(Where space provided is insufficient, please attach annexed sheet. Also attach copies of detailed CV's, certified copies of passport photographs and certified copies of ID card / Passport)

Name	Discipline	Professional Registration No.
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2. BOARD OF DIRECTORS IN THE BODY CORPORATE:

(Where space provided is insufficient, please attach annexed sheet. Also attach copies of detailed CV's, certified copies of passport photographs and certified copies of ID card / Passport.)

Name	Discipline	Professional Registration No.
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3. LIST OF SHAREHOLDERS IN THE BODY CORPORATE:

(Where space provided is insufficient, please attach annexed sheet.)

Name	Discipline	Professional Registration No. & Identity Card No.	shares held

4. LIST OF SERVICES PROPOSED TO BE OFFERED BY THE *SOLE PROPRIETORSHIP/PARTNERSHIP/BODY CORPORATE

(Where space provided is insufficient, please attach annexed sheet.)

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5. INFORMATION ON EMPLOYEES IN THE SOLE PROPRIETORSHIP/PARTNERSHIP/

BODY CORPORATE

- (i) Number of engineers
Graduate Engineers: Employed
Professional Engineers: Consulting Engineers:
Temporary Engineers: Accredited Checkers:
(ii) Number of Technical Support Staff:
(iii) Number of Administrative Staff:
(iv) Others:

6. PARTICULARS OF EQUIPMENT/FACILITIES OWNED: (e.g. computers and accessories, Communications equipment, drawing office, surveying or other instruments etc.)

Name of equipment	Quantity	Ownership (produce evidence)	Remarks

7. NAME AND ADDRESS OF YOUR BANKERS:

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8. DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION FORM:

- (i) Memorandum and Articles of Association certified by the Registrar of Companies;
- (ii) Statutory Declaration of *sole proprietor/all partners in the partnership/all directors and shareholders in the body corporate;
- (iii) Certified copies of certificates of Incorporation and Registration of business
- (iv) Certified copies of Practicing Licenses of the Engineers employed
- (v) Processing fee in case of Local Firms for the amount of KShs. 2,000 and registration fee for the amount KShs. 30,000 in bank draft/bankers cheques made payable to the Engineers Board of Kenya of which I understand is not refundable.
- (vi) Processing fee in case of Foreign Firms for the amount of US dollars 150 and application fee for the amount of US Dollars 500 which I understand is not refundable.
- (vii) Past experience in Engineering Consultancy.

Name of person having Power of Attorney:

EBK Registration No.:

Signature:

Date:

Stamp / Seal:

FOR OFFICE USE ONLY	
Approved / Not Approved	
Date of Registration	
Registration Number.....	
Firm Registration Date	
Signature	Date

PENALTY

Any person, sole proprietorship, partnership or body corporate who procures or attempts to procure registration or a certificate of registration by knowingly making or producing or causing to be made or produced false or fraudulent declaration, certificate, application or representation whether in

writing or otherwise, shall be liable to a fine not exceeding One Million Kenya Shillings.

Revised 2018

FORM EBK5

(r. 6(1))



ENGINEERS BOARD OF KENYA

Enhancing Professionalism

THE REGISTRAR

ENGINEERS BOARD OF KENYA

P. O. BOX 30324-00100

NAIROBI

APPLICATION FOR REGISTRATION AS A TEMPORARY PROFESSIONAL ENGINEER

PERSONAL PARTICULARS

Surname

Other Names

Title (Dr., Mr., Mrs., Miss)

Birth DateGender Male ☐ Female ☐

Any form of disability No ☐ Yes ☐ (Specify).....

Nationality

Postal Address Mobile

Academic Qualifications

Email Address

Discipline

Date of registration as a Professional Engineer Registration No.....

Name of Registering/Licensing Body.....

Name of Employer and Address.....

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1. **PROJECT PARTICULARS**

Name of Client:

Name of Project/Works/Services

.....

Date of Commencement **Date of Completion**.....

NOTE: All information to be printed in English Language.

Revised 2018

2. **EDUCATION:**

School or University	Location	From	To	Diploma/Degree Received

Note:- The application must be accompanied by two coloured Passport Size Photos, certified copies of the original Diploma/Degree Certificate, a copy of the National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp.

SPECIAL QUALIFICATIONS:

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MEMBERSHIP OF ENGINEERING INSTITUTION:

.....
.....
.....

EXPERIENCE:

I submit below a chronological history of my practical experience including the names and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

.....
.....
.....

REFERENCE:

I append the names and addresses of three Professional Engineers, to whom reference may be made regarding my experience and character.

1.
2.
3.

If possible an applicant's supervisor should be listed as a referee. Persons named as referees MUST be Professional Engineers and with a current valid Annual Licence.

3. CONFIRMATION BY EMPLOYER

I, being the authorized person
for hereby confirm that
..... is
proposed to offer services as.....
For the.....

Payments to be made through CHEQUES, BANKERS CHEQUES, OR DEPOSITS TO NATIONAL BANK OF KENYA A/C NO. 01001031539000 HILL PLAZA BRANCH, NAIROBI AND ORIGINAL SLIP SENT TO THE BOARD.

1. I attach my application fee of Ksh.150,000 payable to the Engineers Board of Kenya which I understand is not refundable.
 2. I hereby declare that the foregoing statements are true in every respect and that I have read the Engineers Act, 2011 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.
-

If registered, I shall be bound as long as my name remains on the Register,

Signature of applicant

Date

FOR OFFICE USE ONLY

Deposit receipt No Date of Registration

Registration Number Candidate notification date

GPK (L)
Revised 2018

FORM EBK6

(r. 8(1))



ENGINEERS BOARD OF KENYA

———— *Enhancing Professionalism* ————

No.....

APPLICATION FOR REGISTRATION AS AN ACCREDITED CHECKER

THE REGISTRAR

ENGINEERS BOARD OF KENYA

P. O. BOX 30324-00100

NAIROBI

All information to be Printed in English.

Surname

Other Names

Title (Eng., Dr., Mr., Mrs., Miss)

Birth Date Gender Male ☐ Female ☐

Any form of disability No ☐ Yes ☐ (Specify).....

Nationality

Postal Address Telephone

Email Address

Academic Qualifications

Discipline

Date of registration as a Consulting Engineer.

Name of Current Employer and Address.....

.....

EDUCATION:

School or University	Location	From	To	Diploma/ Degree Received	Month and Year

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Note:- The application must be accompanied by two coloured Passport Size Photos, certified copies of the original Diploma/Degree Certificate, Engineers Board of Kenya Certificate, Corporate Member IEK and a copy of the National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp.

SPECIAL QUALIFICATIONS:

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MEMBERSHIP OF ENGINEERING INSTITUTION:

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EXPERIENCE:

I submit below my experience in a chronological order including the name and address of each employer and description of projects carried out. *(A separate sheet may be used if necessary)*. This should be certified by one of the referees named below.

.....
.....
.....
.....

REFERENCE:

I append the names and addresses of three Consulting Engineers, to whom reference may be made regarding my experience and character.

1.
2.
3.

An applicant's supervisor should be listed as one of the referees. The Referees must be Registered with the Board as Professional Consulting Engineers with current valid annual licences.

Payments to be made through CHEQUES, BANKERS CHEQUES, OR DEPOSITS TO NATIONAL BANK OF KENYA A/C NO. 01001031539000 HILL PLAZA BRANCH, NAIROBI AND ORIGINAL SLIP SENT TO THE BOARD.

1. I attach my application fee of Kshs. 25,000 payable to the Engineers Board of Kenya which I understand is not refundable.
 2. I hereby declare that the foregoing statements are true in every respect and that I have read the Engineers Act, 2011 and understood that, if registered as an accredited checker, I shall be bound thereby and by any amendments
-

thereto so long as my name remains on the Register of Accredited
Checkers.

Signature of applicant

Date.....

Deposit receipt No Date of Registration

.....
For office
Use only.

Registration Number Candidate notification date

.....

Revised 2018

SECOND SCHEDULE (r. 3(1)(a)(iv), 19(1))
PROFESSIONAL EXAMINATIONS

1.0 Administration of Professional Examination

1.1 The Board shall administer professional examinations for professional competence leading to registration as Professional engineers.

1.2 The Board shall administer professional examinations in different disciplines of engineering and in accordance with the requirements as prescribed in this Schedule.

1.3 The mode of examinations shall be in the form of –

- (a) written examination;
- (b) detailed professional training report as may be determined by the Board; and
- (c) professional interview.

- 1.4** A candidate may be exempted from paragraph 1.3(a) where the Board is satisfied that the professional training report and professional interview are adequate for purposes of professional examination.
- 1.5** A candidate shall be eligible to sit for the professional examination after serving for a period of not less than three years as a graduate engineer.
- 1.6** A candidate shall be examined for competence in his/her discipline of education in engineering and training.
- 1.7** A candidate shall pay application and professional examination fees provided in the Third Schedule.
- 1.8** The Board shall make a decision on examination results. The pass mark shall be fifty per cent.
- 1.9** The Board may review its decision on examination results upon appeal by the applicant.
- 1.10** The Board's decision after the appeal shall be final and binding.
- 1.11** Every report forming part of examinations shall be written in English. The Professional interviews shall be conducted in English.
- 1.12** The Board may refer any applicant to do additional practical training to fill in the gaps identified during the conduct of Professional exams.
- 1.13** A candidate wishing to sit for the examinations shall make an application in writing and in English to the Board in the prescribed form and pay the prescribed fee. However—
- (a) if an application in relation to this regulation is made electronically, the supporting documents referred to in sub-regulation shall be submitted to the Board by registered mail or by hand delivery;
 - (b) an application shall not be considered duly completed for purposes of in this regulation, unless all documents are received by the Board;

- (c) an application for professional examination shall be valid only for the scheduled examinations applied for; or
 - (d) subject to sub-paragraph (c), a candidate who does not appear for the examinations applied for, shall be required to make a fresh application.
- 1.14** Professional interviews shall be conducted in English.
- 1.15** The Board shall require that all original certificates, design drawings, design calculations and any other relevant documentation shall be presented during professional interviews.
- 1.16** Information of the date, time and venue of the examinations shall be given to the candidates not later than four weeks before the examinations.
- 1.17** The Board shall inform the candidates on the results within ninety days after the examination.
- 1.18** A candidate found to be cheating shall be disqualified and disciplinary action taken against him or her as may be determined by the Board.

**THIRD SCHEDULE (r. 7(2)(e), 9(2), 10(4), 13(1),15(2)(a),
19(3))**

Category	Application Fee (KShs)	Annual licence Fee (KShs)
Graduate Engineers	4,000	4,000
Professional Engineers	10,000	10,000
Consulting Engineers	20,000	20,000

Temporary Engineers	150,000	150,000
Consulting Firms	30,000	30,000
Foreign Consulting Firms	500,000	750,000
Professional examinations	15,000	
Accredited Checker	25,000	25,000
Accreditation of University Engineering Programme	300,000	-
Engineers Stamp	5,000	-
Engineers Training Levy (annual)	-	5,000
Engineers ID fee	2,000	-
Licence / Certificate/ Engineers ID replacement Fee	2,000	-
Search /Extract fee per folio	500	-
Stickers	5,000	-
Site instruction booklet	7,500	-
Reinstatement fee	5,000	-

FOURTH SCHEDULE

(r. 17)

ACCREDITATION OF ENGINEERING PROGRAMS

1.0 General rules on accreditation

- 1.1** Programmes will be considered for accreditation if they are offered by an institution of higher learning that is either a public university or a private university with a charter granted by the President of the Republic of Kenya as per Section 19(1)(a) of the Universities Act, 2012.
- 1.2** For purposes of accreditation, a programme is characterized by a curriculum that is regarded as an entity by the institution and that can be considered independently. All options in the programme are examined. Following the principle that a programme is only as strong as its “weakest link,” the programme is accredited only if all options meet the established criteria.
- 1.3** To be accredited a programme must include the word “engineering” in its title and the title must be properly descriptive of the curriculum content. If a programme, by virtue of its title, becomes subject to the accreditation requirements for two or more programme than the programme named, the Board must have evidence that the programme name is appropriate for all students graduating in the programme regardless of the option taken. Furthermore, the Board must have evidence that all options contain a significant amount of the curriculum content.
- 1.4** Any change in the title of an accredited programme requires approval by the Board for that programme’s continued accreditation.
- 1.5** The institution must verify that the Board curriculum content criteria are met by all students. The institution must also verify that students have demonstrated competence in the courses taken to satisfy the criteria. It is the responsibility of each institution to provide an acceptance definition of competence.
- 1.6** Any significant change in an accredited programme must be reported to the Board. Any change which alters the circumstances under which the programme was accredited may necessitate an immediate assessment.
- 1.7** The evaluation of the programme is based on detailed data provided by the institution and on the collective opinion of the members (of the visiting team, if necessary). The accreditation decision is made by the Board based on qualitative and quantitative considerations.

- 1.8** The Board shall determine the accreditation category of each academic engineering programme.
- 1.9** Accreditation of a programme is granted for a specific term, the maximum being five years. Institutions shall be required to give a one years' notice before the expiry of five years. The accreditation term ends on June 30 of the specified year. The term of accreditation is subject to review for cause at any time.
- 1.10** The Board may grant accreditation for less than five years where the term of accreditation of the programme is intended to coincide with the term of accreditation of other programmes at the institution or where the Board considers that there are areas of concern.
- 1.11** The Board may at any time, audit and review accreditation status of the programmes offered by engineering training institutions. The Board may withdraw or discontinue accreditation where an institution fails to comply with terms of accreditation. An institution whose accreditation has been withdrawn or discontinued shall no longer refer the programme as being accredited.
- 1.12** Changes in an accredited programme which violate the conditions under which accreditation was granted by the Board may lead to an immediate reassessment of the programme and/or termination of accreditation. Such changes include but are not limited to changes in; Programme design, Student admission criteria, faculty establishment, facilities and curriculum. Accreditation is granted if the Board judges that, at the time of the decision, the programme meets the published Board criteria.

2.0 Procedures of Accreditation of Programs

2.1 Submission of accreditation application

- 2.1.1** An institution seeking accreditation of a programme shall submit to EBK a Request for Accreditation (RFA). The RFA must be signed by the Institutions Chief Executive Officer (Vice Chancellor) and must be accompanied by:

- (a) Details of the proposed programme including a detailed presentation on the objectives and relevance of the proposed programme and the proposed curriculum.
- (b) Details of faculty members including – Detailed recent curriculum vitae (C.V) and certified copies of their certificates and testimonials.
- (c) Details of the physical training infrastructure, laboratories, workshops, libraries, lecture halls etc.
- (d) Proof of payment for the individual programme at the fees prescribed in the Third Schedule. The Accreditation Fee Schedule will be posted on the EBK web site by 31st March of each year. The institution will receive an invoice for fees associated with the accreditation. Payment is due 45 days from date of the invoice.

2.1.2 All submissions and correspondences to the Board shall be in English.

2.1.3 An institution shall submit an application for accreditation of a programme not less than six months prior to the launch of a programme to allow adequate time for evaluation of submissions and accreditation visits.

2.2 Evaluation of submissions

2.2.1 The Board shall carry out a preliminary examination of the submitted documents to establish that:

- (a) The submissions are complete in all respects.
- (b) The submissions meet the minimum requirements with regards to curriculum content and faculty staff establishment.

2.2.2 The shall communicate to the applying institution on the sufficiency or otherwise of the submissions.

2.3 Initiation and Timing of Accreditation Visit.

2.3.1 An accreditation assessment shall be initiated by the invitation of an institution. An accreditation visit to assess or reassess an engineering programme shall be scheduled not later than three (3) months after the Board has certified that an institution's submissions are complete and responsive to the Board's accreditation criteria. A request from the institution for such a visit must be received by the Board Secretariat within one (1) month of the Board's confirmation of the sufficiency of the submissions as indicated under item 2.2.1.

2.4 Selection of Visiting Team

2.4.1 The Board's academics qualifications committee (AQC) shall select a visiting team; the chair of the AQC shall be the chair of the visiting team, except where otherwise determined by the Board. The other members of the visiting team shall be incorporated by the AQC except for the member(s) selected by the Board. All visiting team members must be professional engineers.

2.4.2 Where a member of the visiting team has an interest in the institution applying for accreditation, that member shall disclose the fact and shall not take part forthwith in the visit, provided that if the majority of the members present are of the opinion that the experience or expertise of such member is vital to the deliberations of the meeting, the visiting team may permit the member to participate in the deliberations subject to such restrictions as it may impose.

2.4.3 The Institution shall be notified of the visiting team. A request for a replacement on the visiting team may be made by the institution only for good cause.

2.5 Preparation for Accreditation Visit

2.5.1 Two (2) months before the date of an accreditation visit, the Board Secretariat shall send to the institution documentation required for the visit. This documentation shall include: a questionnaire to be completed by the institution, details regarding procedures to be followed before, during and after the visit, documentation required by the visiting team and the Board and a schedule of the events for the entire process which concludes with the Board's accreditation decision report to the institution.

2.5.2 Copies of the questionnaire, with supporting documentation, completed by the institution must be received by each visiting team member and the Board Secretariat at least five weeks (5) before the visit. If adequate documentation is not received as required, the Board, in consultation with the visiting team chair, shall cancel the visit.

2.6 Accreditation Visit

2.6.1 An accreditation visit shall typically span over three days. The visit shall provide an opportunity for the visiting team to assess qualitative factors such as intellectual atmosphere and morale, professional attitudes and quality of staff and students. The visit shall provide the opportunity for such activities as—

- (a) interviews with appropriate senior administrative officers, including the Vice-Chancellor, the Dean of engineering and the chairs of the departments responsible for the programmes;
- (b) interviews with individuals and groups of faculty members to evaluate professional attitudes, motivations, morale and the balance of opinions concerning theoretical and practical elements of the curriculum;
- (c) interviews with individuals and groups of students;
- (d) tours of physical facilities such as laboratories, workshops, libraries and computing facilities to evaluate their effectiveness;
- (e) A review of recent examination papers, laboratory instruction sheets, student transcripts (anonymous, if necessary), student reports and theses, models or equipment constructed by students and other evidence of student performance; and
- (f) evidence of Research undertaken by Academic Staff.

2.6.2 Before the end of the visit, the visiting team shall meet with the Dean and the chairs of departments responsible for the programmes to review the perceived strengths and weaknesses of the programmes and to indicate any areas of concern.

2.7 Visiting Team Report

- 2.7.1** The chair of the visiting team, working with the team members shall prepare a report on the programme(s) visited. This report shall include: perceived strengths and weaknesses; areas of conformance to and deviation from the Board criteria, as interpreted by the visiting team; matters of concern (both for the present and for the future); and, suggestions for improvement, if any. No recommendations for Board accreditation action will be included in the report.
- 2.7.2** The visiting team's findings, as outlined in the report, shall be submitted to the Board for review within thirty (30) days of its conclusion. The Board shall then send to the institution for comment and reaction and to ensure accuracy and completeness. This will also provide opportunity for the institution to advise on improvements being implemented in the current academic year. The Board may communicate with both the institution and the visiting team Chair with the intent of ensuring that the programme dossier is complete.

2.8 Accreditation Decision

- 2.8.1** The accreditation decision shall be made by the Board as the result of information gained from the accreditation visit process or from the reports submitted by the institution at the request of the Board.
- 2.8.2** In arriving at an accreditation decision following the visit, the Board shall consider the accreditation history, the information included in the completed questionnaire, the visiting report, the institution's response to the visiting team report, any further clarifying correspondence and any other relevant information.
- 2.8.3** The Board shall make a decision on the application for the accreditation of a programme:
- The Board may grant full accreditation for a period not exceeding five (5) years.

- In the case where, in the assessment of the Board, there are areas requiring improvement, but do not adversely compromise the overall quality of the training, the Board may grant a limited-term accreditation (not exceeding two years) provided that the institution submits an acceptable implementation programme addressing the shortcomings. The limited accreditation may be extended (to a maximum of five years) subject to receipt of a report which convinces the Board that the matters giving rise to its concern have been resolved adequately. After reviewing the report, the Board may extend the limited accreditation or may issue a Notice of Termination of Accreditation.

The Board may also decline to grant accreditation to a programme where in the determination of the Board, there is significant deficiency in the capacity of an institution to offer the engineering programme.

2.9 Communication of accreditation decision

2.9.1 Following the Board accreditation decision, the institution shall be notified of the decision through the Dean and the Vice Chancellor. The Dean shall be provided with a comprehensive explanation for it. The institution will be expected to inform students and staff of the process of accreditation and of the accreditation status of the programme.

2.10 Notice of Termination of accreditation

2.10.1 If the Board determines that significant weaknesses exist in a currently accredited programme, a Notice of Termination of Accreditation shall be issued within three (3) months of that determination. The Notice of Termination of Accreditation shall be copied to the Ministry of Education, Science and Technology, the Commission of University Education and the Kenya Universities and Colleges Central Placement Service.

2.10.2 A Notice of the Termination of Accreditation shall specify that the accreditation of the programme is extended for a maximum of three years at which time the accreditation is terminated unless the determines, before that date, that the matters giving rise to its concerns have been resolved adequately. To determine whether these matters have been resolved an accreditation visit and a report shall be presented to the Board. If the Board determines that matters giving rise to its concerns have not been resolved

adequately, the accreditation of the programme shall be terminated on the date specified in the Original Notice of Termination of Accreditation. If the Board determines that the matters giving rise to its concerns have been resolved adequately, accreditation shall be extended for an appropriate period and no loss of accreditation will have occurred.

2.11 Request for an Early Revisit

2.11.1 In the event that an unaccredited programme is denied accreditation, the institution may submit a request for an early re-visit. This request, accompanied by a description of positive changes that have been implemented, must be received by the Board Secretariat within 60 days of the notification to the institution of the accreditation action of the Board. If the Board is satisfied that positive changes of the substance have been made, a revisit will be scheduled immediately following the decision to deny accreditation. The Institution applying for a revisit shall bear all the costs associated with the visit.

3.0 Formal Review

3.1 In the event of a decision by the Board to terminate the accreditation of a programme or to deny accreditation to an unaccredited programme, the institution may apply for a formal review of the Board's decision. Copies of the document setting out these procedures shall be made available upon request.

4.0 Informal Evaluation or Visit

4.1 If requested by an institution, the Board will assist to arrange for an informal visit to an unaccredited programme at an appropriate time in its development. The purpose of the evaluation or visit is to provide comment and advice to the institution with respect to the programme.

4.2 No undertaking is given by the Board as to the eventual accreditation of the programme. A report is presented to the institution and no report is presented to the Board. The cost of such an evaluation for the visit, including nominal compensation for the visitors or persons who are asked to carry out evaluation, is borne by the institution seeking accreditation of its programme(s).

4.3 Records and deliberations of the Board are kept confidential. The list of accredited programmes maintained by the Board includes only those programmes that have been accredited by the Board, together with the effective dates. The list will be made available on request and will be published in the annual report of the Board. Documents describing policies and procedures of the Board will also maintained by the Board Secretariat and will be made available upon request.

5.0 Accreditation Criteria

5.1 A programme will be subjected to criteria that will cover the following six main areas:

- (a) programme design;
- (b) programme curriculum content;
- (c) faculty staff establishment;
- (d) institution's training Facilities and infrastructure;
- (e) training duration; and
- (f) quality assurance.

5.2 Programme Design

5.2.1 A programme should be intellectually credible, coherent and should meet national needs, needs of students and other stakeholders. The programme should maintain an appropriate balance of theoretical, practical and experiential knowledge and skills.

5.2.2 Emphasis is placed on qualitative evaluation of the programme and the overall environment in which the programme is presented.

5.2.3 Major importance is attached to the quality of the educational experience as reflected by the quality of the students, the faculty, the support staff, the administration, the laboratories, workshops, library, the computing facilities and other supporting facilities. The quality of the educational experience is also reflected by the morale and commitment of faculty, support staff and students.

5.2.4 The distinctive features, which determine if a course is accredited, are—

- (a) appropriate depth and breadth of technical content, with emphasis on fundamentals and inclusion of relevant mathematics and engineering science;
- (b) application of scientific and engineering principles to the solution of practical problems of engineering systems and processes;
- (c) an introduction to good engineering practice and the properties, behaviour, fabrication and use of relevant materials and components;
- (d) mandatory inclusion of design studies (including manufacturing, reliability, maintainability, quality assurance as well as economic aspects) as an expression of the practical application of theory and accumulated experience;
- (e) emphasis on methods of practical problem solving using the latest technology;
- (f) technical decision making, its commercial and economic implementation; the ability to use technical information's services; knowledge of government regulations and labour management as well as other obligations of the engineer to his profession, community and the environment;
- (g) communication skills and the ability to seek further education and stay up to date with new developments; and
- (h) significant industrial involvement.

5.2.5 The Programme's admissions criteria shall be in conformity with the Kenya Universities and Colleges Central Placement Service established by section

55(1) of the Universities Act 2012. The criteria and the qualifications shall be as follows:

5.2.6 Kenya Certificate of Secondary Education (KCSE): The Programmes are for direct entry of qualified Kenya Certificate of Secondary Education (KCSE) graduate. A KCSE candidate should have obtained a minimum aggregate grade of C+, obtained at least a C+ in English/Kiswahili and a minimum C+ in each of the following subjects : Mathematics, Physics and Chemistry.

5.2.7 The policy for admitting individual students with advanced standing must ensure that the foregoing requirements for curriculum content are satisfied.

5.3 Curriculum Content

5.3.1 The criterion for curriculum content assures a foundation in mathematics and basic sciences, a broad preparation in engineering sciences and engineering design and an exposure to non-technical subjects that complement the technical aspects of the curriculum. Judgment is applied to both the qualitative and quantitative criteria requirements in each instance. To satisfy accreditation requirements, an engineering programme must include at least a minimum of each of the curriculum components specified in this section.

5.3.2 On an hourly basis, accreditation Units (AU) are defined as; activity which is granted academic credit and for which the associated number of hours corresponds to the actual contact time of that activity.'

(a) One hour of lecture (corresponding to 60 minutes of activity) = 1 AU

(b) One hour of laboratory, workshop or tutorial work = 0.5 AU.

5.3.3 Mathematics and Basic Sciences:

(a) A minimum of 840 AU of a combination of Mathematics and Basic Sciences. Within this combination, each of mathematics and basic sciences must not be less than 390 AU. This leaves 60 AU for any combination of mathematics and basic sciences that may be deemed desirable.

- (b) Mathematics include appropriate elements of linear algebra, differential and integral calculus, differential equations, probability, statistics, numerical analysis and discrete mathematics.
- (c) The basic (natural) sciences components of the curriculum must include elements of physics and chemistry; elements of life sciences and earth sciences may also be included in this category. These subjects are intended to impart an understanding of natural phenomena and relationships through the use of analytical and/or experimental techniques.

5.3.4 Engineering Sciences and Engineering Design

- (a) A minimum of **2100 AU** of a combination of engineering sciences and engineering design. Within this combination, each of engineering sciences and engineering design must not be less than **600 AU**. This leaves **900 AU** for any combination of engineering sciences and engineering design that may be deemed desirable.
- (b) Engineering science subjects normally have their roots in mathematics and basic sciences, but carry knowledge further towards creative applications. This may involve the development of mathematical or numerical technique, modelling, simulation and experimental procedures. Application to the identification and solution of practical engineering problems is stressed. Such subjects include the applied aspects of strength of materials, fluid mechanics, thermodynamics, electrical and electronic circuits, soil material science, geosciences, environmental studies and other subjects pertinent to the discipline. In addition, the curriculum should include engineering science content which imparts an appreciation of important elements of other engineering disciplines.
- (c) Engineering design integrates mathematics, basic sciences, engineering sciences and complementary studies in developing elements, systems and processes to meet specific needs. It is a creative, interactive and often open-ended process subject to, and, depending upon the discipline. These constraints may relate to economic, health, safety, environmental, societal or other pertinent interdisciplinary factors.

- (d) The engineering curriculum must culminate in a significant design experience which is based on the knowledge and skills acquired in earlier course work and which preferably gives students an exposure to the concepts of team work and project management. A research project may be interpreted as engineering design provided it can be clearly shown that the elements of design, as noted in the definition, are fulfilled in the completion of the project.
- (e) Appropriate content requiring the application of computers must be included in the engineering sciences and engineering design components of the curriculum.

5.3.5 Complementary Studies

- (a) A minimum of **450 AU** of studies in humanities, social sciences, arts, management, engineering economics, communication and some elements of Law that complement the technical content of the curriculum should be incorporated in the curriculum. While considerable latitude is provided in the choice is suitable course considered to be essential in the education of an engineer, the curriculum must include studies in engineering economics and on the impact of technology on society, and subject matter that deals with central issues, methodologies and thought processes of the humanities and social sciences. Provision must also be made to develop each student's capability to communicate adequately, both orally and in writing.
- (b) Language courses must be included within complementary studies provided they are not taken to fulfil an admission requirement. However, course content should be used to satisfy the requirements for subject matter that deals with central issues, methodologies and thought processes of the humanities and social sciences.
- (c) The entire programme must include a minimum of **3,400 AU**. It is expected that accredited programmes will continue to have additional AUs to demonstrate innovation and to achieve the special goals that particular engineering school may have for an education in engineering.

- (d) Appropriate laboratory and workshop experience must be an integral component of the engineering curriculum. Instruction in safety procedures must be included in students' laboratory.
- (e) Each programme must ensure that students are made aware of the role and responsibilities of the professional engineer in society. Appropriate exposure to ethics, equity, public and workers safety and health considerations and concepts of sustainable development and environmental stewardship must be an integral component of the engineering curriculum.
- (f) The curriculum prepares students to learn independently and must appropriately expose them to engineering research and development or other innovative engineering activities.

5.4 Criterion Three: Faculty Staff Establishment

- 5.4.1** The character of the educational experience is influenced strongly by the engineering competence and outlook of the faculty. The faculty devoted to the programme must be large enough to cover, by experience and interest, all of the curricular areas of the programme. Even though a faculty may include full-time and part-time members, there must be a sufficient number of full-time faculty members to ensure adequate levels of students-faculty interaction, student counselling and faculty participation in the development, control and administration of the curriculum. Faculty teaching loads should allow time for adequate participation in research and professional development activities. Under no circumstances should a programme be critically dependent on one individual. The engineering faculty must assume the responsibility of assuring that students receive proper curricular and career counselling.
- 5.4.2** The Dean of Engineering (or equivalent officer) and the Chair of an engineering department (or equivalent officer) are expected to provide effective leadership in engineering education and to have achieved a high standing in the engineering community. They are expected to be professional engineers registered as Professional Engineers by the Engineers Board of Kenya.
- 5.4.3** Faculty teaching courses in the engineering curriculum are expected to have high level of competence and to be dedicated to the aims of engineering

education. The overall competence of Faculty is judged by such factors as the level of academic education and its members, the diversity of their backgrounds, the nature and extent of their non-academic experience, their ability to communicate effectively, their scientific and professional publications, their degree of participation in the profession, scientific and learned societies and their special interest in the students' curricular and extra-curricular activities. Where applicable their dedication to the profession is expected to be reflected in their registration as professional engineers in Kenya.

5.4.4 Faculty teaching courses which are primarily engineering science and engineering design are expected to be taught by registered professional engineers in Kenya.

5.4.5 The Engineering Faculty Board (or equivalent engineering body) must have effective control of the engineering programme even if it is administered within another Faculty.

5.4.6 Responsibility for initiating changes in the curriculum of the engineering programme may be placed in a curriculum committee at the departmental or Faculty level and in some cases, may be in the hands of an inter-disciplinary committee or board. It is expected that a majority of the members of such a body be registered professional engineers in Kenya.

5.5 Institution's Training Facilities and Infrastructure

5.5.1 The applying institution shall demonstrate that at a minimum it has:

- (a) Suitable and adequate learning venues where the programme is offered, including lecture halls, laboratories, workshops and sufficient library resources.
- (b) There are safety and health policy and guidelines especially with respect to laboratory and workshop practice.

Suitable and sufficient IT infrastructure is available as determined by the nature of the programme. This includes functionally appropriate hardware

(computers and printers), software (programmes) and databases. The infrastructure should be properly maintained and continuously upgraded and adequate funds are available for this purpose. Students and staff are trained in the use of the technology required for the programme.

5.6 Duration of Training

5.6.1 The Institution must ensure that a degree programme leading to the award of an engineering degree shall be five (5) years covering the curriculum approved by the Board.

5.7 Quality Assurance System

5.7.1 The Institution applying for accreditation of its engineering programme(s) must demonstrate that a quality assurance system is in place to assure the achievement of programme outcomes and to provide for continuous improvement of its systems and processes.

5.7.2 The quality assurance processes should include among others but not limited to—

- (a) student admission;
- (b) teaching and learning;
- (c) assessment and evaluation;
- (d) examination regulations and criteria for pass/fail;
- (e) external examination; and
- (f) programme and curriculum review.

FIFTH SCHEDULE

(r. 18)

CONTINUING PROFESSIONAL DEVELOPMENT

1.0 Continuing Professional Training and Development

Pursuant to Section 7(1)(q) of the Act the Board shall develop and implement continuing professional development courses for engineers.

2.1 General Requirements

Every practicing engineer shall obtain a minimum of fifty professional development units in every calendar year which shall comprise a minimum of forty professional development units in structured activities and ten from unstructured activities.

2.2 Where an engineer exceeds the annual requirement of fifty professional development units in the year under review, a maximum of fifteen excess professional development units may be carried forward into the following year.

2.3 An engineer who has not obtained sufficient professional development units in the year under review shall not be allowed to renew his annual practicing licence.

2.4 Where an engineer has failed to meet the prescribed professional development units requirements or has not submitted returns for three consecutive years, the Board shall remove his name from the register.

2.5 An engineer whose name has been removed from the register under this paragraph shall be required to obtain sixty professional development units within one year before reinstatement.

2.6 An engineer may be exempted from continuous professional development requirements if he experiences disabilities, prolonged illness or other extenuating circumstances which prevent him from practicing.

3.0 Records

Every engineer shall submit to the Board their annual CPD activities in the format provided not later than three months following the end of the calendar year under review, for assessment.

4.0 Activities

4.1 The Board shall recognize the following structured activities as contributing to the professional development of practising engineers as prescribed by the Board from time to time-

- (a) formal activities;
- (b) participation;
- (c) presentations;
- (d) contributions to knowledge; and
- (e) work-based activities.

4.2 The Board shall recognize unstructured activities as contributing to the professional development of practising engineers as prescribed and approved by the Board and may include but not limited to the following informal activities-

- (a) self-directed study;
- (b) attendance at conferences and industry trade shows;
- (c) seminars, technical presentations, facilitated technical field trips and tours;
- (a) attendance at meetings of technical, professional or managerial associations or societies; and
- (b) structured discussion of technical or professional issues with one's peers.

5.0 Accreditation

5.1 A person or institution wishing to provide an approved activity in a calendar year shall apply to the Board in writing to become an accredited provider, upon the payment of the requisite fees.

5.2 On exceptional cases, the Board may consider a request from an engineer who wishes to claim units for participating in an activity that is not provided by the Board or an accredited provider.

5.3 If an engineer wishes to claim units for participating in an activity that is not provided by the Board or an accredited provider, that engineer shall apply in writing to the Committee.

SIXTH SCHEDULE

CODE OF CONDUCT AND ETHICS

(r. 21(1))

CODE OF CONDUCT AND ETHICS FOR REGISTERED PROFESSIONAL AND CONSULTING ENGINEERS

PURSUANT to section 7(1)(u) of the Engineers Act, 2011, the Engineers Board of Kenya issues this Code of Conduct and Ethics for registered engineers, to be observed by and binding upon all engineers.

Citation. **1.** This Code may be cited as the Code of Conduct and Ethics for Engineers.

Application. **2.** This Code of Conduct and Ethics shall apply to all engineers and firms registered under the Engineers Act, 2011.

Fundamental principles. **3.** Every Engineer shall uphold and advance the integrity, honour and dignity of the engineering profession by—

(a) using their knowledge and skill for the enhancement of human welfare;

(b) being honest and impartial, and serving with fidelity the public, their employers and clients; and

- (c) striving to increase the competence and prestige of the engineering profession; and supporting the professional and technical societies of their disciplines.

Fundamental
canons.

4. An Engineer shall—

- (a) hold paramount the safety, health and welfare of the public in the performance of their professional duties;
- (b) perform services only in the areas of their competence;
- (c) issue public statements only in an objective and truthful manner;
- (d) act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest;
- (e) build their professional reputation on the merit of their services and shall not compete unfairly with others;
- (f) act in such a manner as to uphold and enhance the honour, integrity and dignity of the profession; and
- (g) continue their professional development throughout their careers and shall provide opportunities for the professional development of those engineers under their supervision.

Obligations to
society.

5.(1) An engineer shall at all times recognize that their primary obligation is to protect the safety, health, property and welfare of the public. If their professional judgment is overruled under circumstances where the safety, health, property or welfare of the public are endangered, they shall notify their employer or client and such other authority as may be appropriate.

(2) An engineer shall approve only those engineering documents which are in conformity with appropriate standards.

(3) An engineer shall not permit the use of their name or firm name nor associate in business ventures with any person or firm which they have reason to believe is engaging in fraudulent or dishonest business or professional practices.

(4) An engineer shall be objective and truthful in professional reports, statements or testimony.

(5) An engineer may express a professional opinion on technical subjects only when that opinion is founded upon competence in the subject matter.

(6) An engineer shall take all reasonable steps to avoid waste of natural resources damage to the environment and wasteful damage or destruction of the products of human skill.

Obligations to
employer or
client.

6.(1) An engineer shall act in professional matters for each employer or client as faithful agents or trustees.

(2) An engineer shall disclose all known or potential conflicts of interest which could influence or appear to influence their judgment or the quality of their services to their employers or clients.

(3) An engineer shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to, by all interested parties.

(4) An engineer shall not solicit or accept financial or other valuable consideration, directly or indirectly, from contractors, their agents, or other parties in connection with work for employers or clients for which they are responsible.

(5) An engineer shall not reveal facts, data or information obtained in a professional capacity without the prior consent of the client or employer except as authorized or required by law.

(6) An engineer in public service as members, advisors or employees of a governmental body or department shall not participate in decisions with respect to professional services solicited or provided by them or their organizations in private or public engineering practice.

(7) An engineer shall avoid improper solicitation of professional employment and shall not, in the circumstances—

(a) falsify or permit misrepresentation of their, or their associates, academic or professional qualifications, or exaggerate their degree of responsibility; or

(b) offer, give, solicit or receive, either directly or indirectly, any financial contribution in any amount intended to influence the award of a contract.

(8) An Engineer whose professional advice is not accepted shall take all reasonable steps to ensure that persons overruling or neglecting his advice are aware of the dangers the engineer believes may result from such overruling or neglect.

(9) A practicing engineer shall endeavor to understand and take all reasonable steps to inform his clients and employers of societal and environmental consequences of actions or projects in which he is involved and to interpret issues to the public in an objective and truthful manner.

Integrity of an
engineer.

7.(1) An engineer shall be guided in all professional relations by the highest standards of integrity and shall—

- (a) admit and accept their own errors when proven wrong and refrain from distorting or altering the facts in an attempt to justify their decisions; and
- (b) not accept outside employment to the detriment of their regular work or interest.

(2) An engineer shall at all times strive to serve the public interest and shall in the process—

- (a) seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health and wellbeing of their community; and
- (b) endeavor to extend public knowledge and appreciation of engineering and its achievements and to protect the engineering profession from misrepresentation and misunderstanding.

(3) An engineer shall avoid all conduct or practice which is likely to discredit the profession or deceive the public.

Disclosure of
information.

8. An engineers shall not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without his consent.

Conflict of
interest.

9. An engineer shall not be influenced in their professional duties by conflicting interests and shall not accept—

- (a) financial or other considerations, including free engineering designs, from material or equipment suppliers for specifying their product; or
- (b) commissions or allowances, directly or indirectly from contractors or other parties dealing with clients or employers of the Engineer in connection with work for which the Engineer is responsible.

Compensation. **10.** An engineer shall uphold the principle of appropriate and adequate compensation for those engaged in engineering work.

Unfairness. **11.(1)** An engineer shall not compete unfairly with other engineers by attempting to obtain employment or professional engagements by taking advantage of a position, or by criticizing other engineers, or by other improper or questionable methods.

(2) An engineer shall not request, propose, or accept a professional commission under circumstances in which the engineer's professional judgment may be compromised.

(3) An engineer shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice or employment of other engineers, not indiscriminately criticize other engineer's work.

(4) An engineer who believes that others are guilty of unethical or illegal practice shall present such information to the proper authority for action.

Engineering practice. **12.(1)** An engineer shall undertake assignments only when qualified by education or experience in the specific technical fields involved.

(2) An engineer shall not affix his or her signature to any plans or documents dealing with subject matter in which the engineer is not competent.

(3) An engineer engaged in private practice shall not review the work of another engineer for the same client, except with the knowledge of such other engineer, or unless the connection of such engineer with the work has been terminated.

(4) An engineer in governmental, industrial or educational employment is entitled to review and evaluate the work of other engineers when so required by their employment duties.

(5) An engineer in sales or industrial employment is entitled to make engineering comparisons of represented products with products of other suppliers.

(6) An engineer shall accept personal responsibility for all professional activities under their charge and shall—

- (a) conform to state registration laws in the practice of engineering; and
- (b) not use association with a non-engineer, a corporation, or partnership, as a ‘cloak’ for unethical acts, but must accept personal responsibility for all professional acts.

Recognition
of
proprietary
interests.

13.(1) An engineer shall give credit for engineering work of those to whom credit is due, and will recognize the proprietary interests of other engineers.

(2) An engineer using designs supplied by a client shall recognize that the designs remain the property of the client and may not be duplicated by the engineer for others without express permission.

Cooperation,
development
and
advancement
of
engineers.

14. An engineers shall cooperate in extending the effectiveness of the profession by interchanging information and experience with other engineers and students, and will endeavor to provide opportunity for the professional development and advancement of engineers under their supervision and in that case shall—

- (a) encourage engineering employees’ efforts to improve their education;

(b) encourage engineering employees to attend and present papers at professional and technical society meetings; and

(c) encourage engineering employees to become registered at the earliest possible date.

Advertisement
or writing of
articles for
publication.

15. No engineer shall in self laudatory language or in any manner derogatory to the dignity of the engineering profession, advertise or write articles for publication.

Breach of
Code of
Conduct.

16. No engineer shall assist, induce or be involved in the breach of this code of conduct and ethics but shall do all necessary endeavors to support those who seek to uphold it and report immediately any unethical engineering decisions or practices by Engineers and others to the Board.

Penalties.

17. An engineer who fails to observe any provisions in this Code of Conduct and Ethics commit an offence under the Act and shall be liable to penalties as prescribed under the Act.

SEVENTH SCHEDULE

(r. 23(2))

PARTS OF THE REGISTER

Part A - This shall contain the names, addresses and other particulars required under section 27(1) of the Act and regulation 22(1) of Graduate Engineers;

Part B – This shall contain the names, addresses and other particulars required under section 27(1) of the Act and regulation 22(1) of Professional Engineers;

Part C – This shall contain the names, addresses and other particulars required under section 27(1) of the Act and regulation 22(1) of Consulting Engineers;

Part D – This shall contain the names, addresses and other particulars required under section 27(1) of the Act and regulation 22(1) of Engineering consulting firms;

Part E - This shall contain the names, addresses and other particulars required under section 27(1) of the Act and regulation 22(1) of Accredited Checkers;

Part F - This shall contain the names, addresses and other particulars required under section 27(1) of the Act and regulation 22(1) of Temporary Engineers;

Made on the, 2018

DIONYSIUS MAINA WANJAU,
Chairperson,
Engineers Board of Kenya.