

Section A

Particulars of Log Book Scheme

Particulars of Graduate Engineer under training

Name of Candidate: _____

Identity Card Number: _____

Date of Birth: _____ Nationality: _____

BEM Graduate Registration No: _____ Date: _____

IEM Membership No: _____ Date: _____

Discipline of Engineering: _____

Address: _____

Telephone No. _____ (Off) _____ (Hse/HP) Fax: _____

E-mail: _____

Degree Awarded: _____ Year of Graduation: _____

Colleges / Universities attended (with dates) after SPM / STPM

1. _____
2. _____
3. _____
4. _____

Industrial training / experiences during undergraduate course

Employment		Employer	Designation	Key Role and Responsibilities
From	To			

Particulars of Mentor / Supervising Engineer

Name: _____ IEM M'ship, Grade & No: _____

Name and Address of Company/Organisation: _____

_____ Tel No: (0) _____

Present Designation: _____

Engineering Discipline: _____ Year elected as IEM Corporate Member: _____

Brief particulars of working experience:

Particulars of Mentor / Supervising Engineer (if there is a change)

Name: _____ IEM M'ship, Grade & No: _____

Name and Address of Company/Organisation: _____

_____ Tel No: (0) _____

Present Designation: _____

Engineering Discipline: _____ Year elected as IEM Corporate Member: _____

Brief particulars of working experience:

Section B

Summary of Practical Training & Experience

PRACTICAL TRAINING & EXPERIENCE RECORDS SUMMARY

Annual Summary of Competencies Obtained

Category	Element	Brief Evidences	Mentor's Comments	Date
A Engineering Knowledge Application	A1			
	A2			
	A3			
B Problem Solving	B1			
	B2			
	B3			
C Management	C1			
	C2			
	C3			
	C4			
D Interpersonal Skill	D1			
	D2			
	D3			
E Professional Ethics	E1			
	E2			
	E3			
	E4			
	E5			

Mentor recommendations

Year 1/2/3 Recommendation

Support for PI

Require more exposure

Date

Quarterly Summary of Competencies Obtained

From - To (Month & Year)	Position Held / Name of Employer	Brief description of Duties (Full details to be documented in Section C)	Area of Experience (Design, Site, Management Teaching, Research)	Competency Elements Gained

COMMENTS OF SUPERVISOR/MENTOR

COMPETENCY CATEGORY A (Detailed)

A	Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.
A1	Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology and other relevant developments.
A2	Engage in the creative and innovative development of engineering technology and continuous improvement systems.
A3	Apply engineering knowledge related to local practices, codes, standards, specifications, materials, products, environmental plans and other requirements; and where appropriate, apply engineering knowledge contributed by others including suppliers, consultants, contractors, manufacturers, technologists, researchers and independent experts.

Evidence of your competence in Category A	Element	Date Obtained

COMPETENCY CATEGORY B (Detailed)

B	Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems
B1	Identify potential projects and opportunities
B2	Conduct appropriate research and undertake design and development of engineering solutions.
B3	Implement design solutions, and evaluate their effectiveness.

Evidence of your competence in Category B	Element	Date Obtained

COMPETENCY CATEGORY C (Detailed)

C	Provide technical and commercial management.
C1	Plan for effective project implementation.
C2	Plan, budget, organise, direct and control tasks, people and resources.
C3	Lead teams and develop staff to meet changing technical and managerial needs.
C4	Bring about continuous improvement through quality management.

Evidence of your competence in Category C	Element	Date Obtained

COMPETENCY CATEGORY D (Detailed)

D	Demonstrate effective interpersonal skills
D1	Communicate in English or Malay Language with other at all levels.
D2	Present and discuss proposals.
D3	Demonstrate personal and social skills

Evidence of your competence in Category D	Element	Date Obtained

COMPETENCY CATEGORY E (Detailed)

E	Demonstrate a personal commitment to professional standards, recognizing obligations to society, the profession and the environment
E1	Comply with relevant codes of conduct.
E2	Manage and apply safe systems of work.
E3	Undertake engineering activities in a way that contributes to sustainable development.
E4	Carry out continuing professional development necessary to maintain and enhance competence in own area of practice.
E5	Understand the legal matters pertaining to engineering profession and be able to communicate with legal personnel on these issues.

Evidence of your competence in Category E	Element	Date Obtained

Section C

Practical Training Records - 3-Month Period

PRACTICAL TRAINING RECORD – 3-MONTH PERIOD

Name of Candidate: _____

Effective from: _____ To: _____

Brief description of practical training experience

Details of project(s) participated

Types of skills/competencies obtained:

Name of Mentor / Supervising Engineer: _____ Discipline: _____

IEM Membership No.: _____ P Eng. No: _____

Signature of Mentor/Supervising Engineer: _____

Section D

Courses Attended

(Advisable)

COURSES ATTENDED (ADVISABLE)

Name of Candidate: _____

	DESCRIPTION	DATE ATTENDED	CONDUCTED BY	CERTIFICATION
1	Code of Ethics / Regulations			
2	Engineering Management			
3	Health and Safety			
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Section E

Professional Career Development Activities

PROFESSIONAL CAREER DEVELOPMENT ACTIVITIES

Name of Candidate: _____

[illegible]