

LEMBAGA ARKITEK MALAYSIA (LAM)
INSPECTOR OF WORK (IOW)
PRACTICAL EXPERIENCE LOG BOOK GUIDE

Applicants are required to read all the conditions stipulated in this Document. Non-compliance to any requirements shall result in their applications to be rejected.

1.0 GENERAL INFORMATION

- 1.1 In accordance with the Architects Act 1967 section 27M & 27N, Any person may apply registration in such manner may be prescribe by the Board ie holds qualification recognize by the Board to be entitled to be registered as an Inspector of Works.
- 1.2 Therefore, obtaining the necessary qualification in order to be registered as IOW is mandatory for the purpose above. There is no exemption from this requirement for the above purpose.
- 1.3 **For any person whom has meet LAM qualification required**, The prescribed practical experience is for a minimum period of two (2) years (104 weeks) which must be obtained prior to the registration as an Inspector of Works with the Board of Architects Malaysia. The two-year period is to be completed by **1st June** being the closing date for the applicant to be eligible to take the interview exam or any other exam as required by Lembaga Arkitek Malaysia.
- 1.4 **For Existing Clerk of work**, the prescribed practical experience is for a minimum period of five (5) years (260 weeks) which must be obtained prior to the registration as an Inspector of works with the Board of Architects Malaysia. The five-year period is to be completed by **1st June** being the closing date for the applicant to be eligible to take the interview exam or any other exam as required by Lembaga Arkitek Malaysia.
- 1.5 The Practical Experience Log Book (hereinafter referred to as the Log Book) should be read in conjunction with any other related IOW guide that LAM will produce in the future.

2.0 PURPOSE OF THE PRACTICAL EXPERIENCE LOG BOOK

- 2.1 The Log Book is to record the practical experience which have been acquired by the applicant as evidence of meeting the appropriate requirement covering the full scope of basic Scope of IOW Responsibilities.
- 2.2 The information contained in the Log Book presented and certified by the Supervisor plays an important role in assessing the applicant for admission to the IOW examination.
- 2.3 The Log Book and/or any other evidence of the applicant's practical experience will be examined by the Examiners to determine the qualification of the applicant.
- 2.4 The Log Book will be returned to the candidates after the Interview Examination.

3.0 RESPONSIBILITIES OF THE APPLICANT

3.1 The applicant shall obtain the experience under the supervision of an Architectural Consultancy Practice (ACP) or Engineering Consultancy Practice (ECP) or under the direction of an Architect or its representative.

The applicant's experience shall cover the IOW full scope of responsibilities to be provided by IOW during:

- (a) Pre-Construction
- (b) Construction
- (c) Post Construction

3.2 The applicant shall, during the period of employment, gain knowledge and understanding of the construction project, the site procedures, the legal and contractual compliance during the period of practical experience.

3.3 The applicant shall record his practical experience in the Log Book strictly in accordance with the instructions specified therein. Such records shall be authenticated, signed and dated by the supervising Architect.

3.4 The **Log Book** shall be accompanied with the **Experience Evaluation Report (EER)** in respect of at least one project as in the log sheets to reflect the practical experience gained in the IOW full scope of responsibilities to be provided.

3.5 Incomplete and inadequate submission shall be rejected.

4.0 THE RESPONSIBILITIES OF THE SUPERVISING PROFESSIONAL (Architect/ Engineer)

4.1 The Supervising Professional shall ensure the applicant is provided with adequate practical experience at a professional level in order to qualify for admission to the LAM IOW examination.

4.2 The Supervising Professional is required to authenticate the practical experience entered in the log sheets.

5.0 RULES IN COMPLETING THE LOG BOOK AND THE EXPERIENCE EVALUATION REPORT

5.1 The applicant shall refer to item 6.0 for evidence of practical experience that must be submitted together with the log book.

5.2 The applicant is advised to read carefully the information included with the Log Sheets and supporting documents.

5.3 Log Sheet entries reflect the experience gained as stipulated under paragraph 3.0 above. The entries shall be authenticated by the Supervising Profession.

5.4 In completing the Record of Practical Experience Log Sheets, applicant shall comply with the following :

- Separate Log Sheets shall be used for each project;
- Complete all necessary details specified in the Record of Practical Experience Log Sheets;
- Tick the appropriate column of actual practical experience gained;
- Complete the details required in Document IOW-LAM 1, IOW-LAM 2, and IOW-LAM 3.

6.0 PREPARATION OF THE IOW EXPERIENCE EVALUATION REPORT

6.1 Reasons for the requirement of Experience Evaluation Report

- It is part of the Examination in order to be registered as LAM IOW.
- As detailed evidence of adequate experience and exposure in various aspects of Construction and to complement the Log Book.
- Serves as a record of practical experience which covers the various problems, their solutions and the proper management of project implementation professionally which may cover more than one project.

6.2 Experience Evaluation Report Requirement

All applicants are required to submit written appraisal in **around 1500 words either in English or Malay** covering the entire period of his/her I experience. It should not be merely a list of offices and projects; it should state the experience learned at first hand of the various stages of works covering the scope of an IOW, with good and bad practices clearly distinguished, analyzed and commented upon as appropriate.

Applicants are to select as wide a range of work as possible and describe each selected project under the following broad headings :-

- Role of Applicant pertaining to each project selected;
- Aspects of Practice experienced by the applicant in each selected project which the applicant considers relevant and which achieves the objectives of 1(a) and 1(b) above;
- Other Aspects, such as Site Office Management, Legal & Contract Monitoring, etc which the applicant considers relevant;
- Problems of Practice experienced in the project, their solutions and relevant comments;
- Description of each selected project must be certified by the applicant's supervisor as follows :

'I certify that (Name of Applicant) has been involved in this project and that the applicant, in my opinion, has demonstrated his competence in carrying out his work.'

6.3 General

- The Evaluation report shall reveal sound judgement in solving practical problems and procedures followed by the applicant.
- The report will assist the Examiner in his assessment as to whether the applicant is adequately exposed to Professional Practice and is to be recommended for acceptance to the remainder of the IOW Examination.
- Applicants whose Experience Evaluation Report is inadequate will not be allowed to proceed further with the IOW Examination and will be requested to acquire more experience or sit for additional courses.

7.0 NON-COMPLIANCE OF STIPULATED REQUIREMENTS

Submissions by applicants which do not comply with the stipulated requirements shall be rejected.

Lembaga Arkitek Malaysia (LAM)

SUMMARY OF PRACTICAL EXPERIENCE LOG SHEETS

Name of Applicant :

Address of Residence :

.....

Name of Employer	Name of Supervising Professionals	Type of office	Dates of employment from.....to.....	Job no.	Sheet no.

DECLARATION BY APPLICANT

I,(Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....
 Date Signature Registration No.

DECLARATION BY SUPERVISING PROFESSIONAL

I,(Name) hereby confirm that the information entered into this page is a true record of the actual practical experience that the above applicant has acquired under my supervision.

.....
 Date Signature Registration No. Chop

Lembaga Arkitek Malaysia
PRACTICAL EXPERIENCE LOG SHEET

Job. No. :

Sheet No :

Applicant			
Employer			
Period of Training	From : / /	To : / /	
Job Title			
Site			
Position in Team		Value of Project :	

Note :-

1. Use separate sheet for different projects.
2. The Record of Practical Experience Log Sheet must be accompanied with the Professional Experience Evaluation Report.

Scope of Mandatory Experience For IOW		Year		
		20__	20__	20__
Tick (<input type="checkbox"/>) below as appropriate				
A. PRE CONSTRUCTION				
i)	Inspecting of contractor preliminaries requirements			
ii)	Liaising with contractor for submissions of work program, insurance and performance bond			
B.CONSTRUCTION				
B1	Reporting, Preparing & Maintaining Records			
i)	Preparation of Monthly reports			
ii)	Preparation/ Maintain Site Dairy			
iii)	Filing, Maintain and inspect records at site			
iv)	Highlight any discrepancies in documents			
v)	Study Drawings and Specification and highlight discrepancies if any			
vi)	Checking compliance to PQP, EMP & SHMP on site			
B2	Coordination of Consultant/ contractor on site			
i)	Coordination other Consultant drawings			
ii)	Coordination other Consultant works			
iii)	In the absence of Safety officer, approving for permit to work			
iv)	Coordination of Request for information			
B3	Progress of work & progress report			
i)	Checking compliance with Work Program			
ii)	Checking of progress report before meeting			
iii)	Reporting to SO for any delays and issues on site			

B4	Site Inspection and Testing			
i)	Inspect works for compliance to contract			
ii)	Check compliance with legal , bye laws & standards			
iii)	Ensuring work compliance to method statement and shop drawings			
iv)	Inspection of material and equipment on site			
v)	Review Water, Noise, Pollution report			
vi)	Inspection of schedule waste facility on site			
vii)	Recording for non-compliance			
viii)	Instruction for non-compliance			
ix)	Proposal for solutions to non-compliance			
x)	Sign off Inspection and Test records			
xi)	Sign off NCR			
B5	Building Material			
i)	Assisting consultant for the Approval of Building Materials			
ii)	Reject building Materials			
B6	Contractor payment and Management of Variation Order			
i)	Measurement for changes VO			
ii)	Record for change approval VO			
B7	Completion and handover			
i)	Record for completion of work			
ii)	Record for completion approval			
POST CONSTRUCTION				
i)	Inspection for closure of defect rectification			
ii)	Assisting consultant for Final Account preparation			

DECLARATION BY APPLICANT

I,(Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....
Date

.....
Signature

.....
Registration No.

DECLARATION BY SUPERVISING PROFESSIONAL

I, (Name) hereby confirm that the information entered into this page is a true record of the actual practical experience that the above applicant has acquired under my supervision.

.....
Date

.....
Signature

.....
Registration No.

.....
Chop

Lembaga Arkitek Malaysia (LAM)

PARTICULARS OF EMPLOYER	
Name, address and telephone number of main office	
Type of office (private, public, industrial, etc.)	
Principal's names	
No. of Architects/ Engineers No. of Graduate Architects/ Graduate Engineer No. of Technical Staff	
Type of organisation and proportion of works undertaken (e.g. 20% housing, 30% schools, 10% factories, 40% others.), specialist staff and other relevant particulars.	

DECLARATION BY APPLICANT

I, (Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....
Date

.....
Signature

.....
Registration No.