

# **National Building Professionals Accreditation Regulation**



## **Construction Industry Development Section**

Ministry of Housing, Transport and Environment

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## Acronyms

- **MHTE** – Ministry of Housing, Transport and Environment
- **CIDB** – Construction Industry Development Board
- **CIDS** – Construction Industry Development Section (of MHTE)
- **CPD** – Continuing Professional Development
- **BS** – Building Standards
- **NBDR** – National Building Designers Registration
- **NBPAR** – National Building Professionals Accreditation Regulation
- **Regulation** – National Building Professionals Accreditation Regulation
- **Code** – Code of Conduct for Accredited Professionals
- **Board** – Construction Industry Development Board (of MHTE)
- **IIC** – Inquiry and Investigating Committee
- **MAB** – Maldives Accreditation Board

## **Part A Preamble**

### **1.0 Introduction**

1.1 This is the National Building Professionals Accreditation Regulation (NBPAR).

1.2 National Building Professionals Accreditation Regulation is administered by the Registrar of the Regulation.

1.3 The Registrar is the Construction Industry Development Section of the Ministry of Housing, Transport and Environment.

1.4 The Regulation establishes the criteria to be met by any person seeking to be accredited as an accredited professional.

1.5 Applicants must demonstrate that they have the qualifications, skills, knowledge and experience required by the Regulation.

1.6 The Regulation also establishes a code of conduct and a continuing professional development program for accredited professionals.

### **2.0 Commencement**

2.1 The Regulation commences on 1<sup>st</sup> February 2009.

### **3.0 Objectives of the Regulation**

3.1 The objectives of the Regulation are to specify:

- a) the qualifications, skills, knowledge and experience required to be accredited as an accredited professional,
- b) the assessment process for accreditation,
- c) the code of conduct for accredited professionals, and
- d) continuing professional development requirements for accredited professionals.
- e) liabilities and sanctions for accredited professionals.
- f) complaints mechanism against accredited professionals.

### **4.0 Application of the Regulation**

4.1 The Regulation applies to all persons seeking accreditation or the renewal of accreditation in the Republic of Maldives and to all accredited professionals practicing in Republic of Maldives.

## 5.0 Definitions

**Accreditation statements** means the statements contained in Schedule 2 (page 20).

**University** means an education institution that is recognized by the Maldives Accreditation Board.

**Board** means the Construction Industry Development Board.

**Certificates** means complying development certificates, compliance certificates.

**Code of conduct** means the code of conduct for accredited professionals contained in Schedule 4 (page 25).

**Core performance criteria** means the core skills, core knowledge and core underpinning knowledge specified in Schedule 1 (page 18).

**Degree** includes any degree of any kind, including the degrees of doctor, master and bachelor.

**Learning outcome** means the result or consequence of participation in or completion of the process of acquiring knowledge, attitudes or skills from study, instruction or experience.

**Period of accreditation** means the period of accreditation specified on a certificate of accreditation (being a period of 1 year).

**Regulation** means the National Building Professionals Accreditation Regulation, being this document.

**Specialty performance criteria** means the specialty skills, specialty knowledge and specialty underpinning knowledge specified in the accreditation statements in Schedule 2 (page 20).

**Specialty qualification** means a qualification recognised by the Registrar as being the minimum appropriate qualification for a category of accreditation and as listed in Schedule 3.

**Registrar** means the Construction Industry Development Section of the Ministry of Housing, Transport and Environment.

## **Part B Accreditation**

### **6.0 Categories of accreditation**

6.1 The Regulation allows the Registrar to issue certificates of accreditation for different categories of accreditation. The Regulation specifies the authority conferred by each category of accreditation and the types of certificates that may be issued.

6.2 Table 1 (page 17) sets out the categories of accreditation in accordance with the Regulation.

6.3 Applicants seeking accreditation or the renewal of accreditation may apply to the Registrar for accreditation in the listed categories.

### **7.0 Accreditation criteria and Period of accreditation**

7.1 Schedules 1, 2 and 3 set out the criteria that the Registrar will use to determine if an applicant has the qualifications, skills, knowledge and experience required to be accredited.

7.2 The Registrar may refuse to issue or renew a certificate of accreditation if the Registrar is not satisfied that the applicant has the qualifications, skills, knowledge and experience required by Schedules 1, 2 and 3.

7.3 The Registrar may issue or renew a certificate of accreditation unconditionally or subject to conditions.

7.4 The Registrar may issue or renew a certificate of accreditation for a different category to that which is applied for.

7.5 The period of accreditation is specified on a certificate of accreditation (being a period of 1 year). However to maintain the registration, all the registered applicants must provide details of CPD programs followed each year and records of works done to the Registrar.

7.6 The Registrar will issue a distinctive official stamp to all the applicants registered in this Regulation for the period of registration.

## **8.0 Skills and knowledge requirements**

8.1 All applicants must satisfy the core performance criteria specified in Schedule 1 (page 18).

8.2 In addition, applicants must satisfy the specialty performance criteria specified in the accreditation statement in Schedule 2 (page 20) for each category of accreditation in which they seek to be accredited.

## **9.0 Qualifications requirements**

9.1 Applicants must have:

- (a) a specialty qualification for the category of accreditation in which they seek to be accredited as set out in Schedule 3 (page 24); or
- (b) a qualification that achieves learning outcomes that address the specialty performance criteria for the relevant category of accreditation in which they seek to be accredited.

## **10.0 Experience requirements**

10.1 Applicants must have the experience specified in the relevant accreditation statement in Schedule 2 (page 20) for the category of accreditation in which they seek to be accredited.

10.2 Where an applicant seeks to be accredited in more than one category of accreditation, he or she may have obtained the experience specified in one relevant accreditation statement and have obtained the experience required by another accreditation statement(s) concurrently but only in relation to a related category of accreditation.

## **11.0 Application, fees, insurance and other requirements for registration**

11.1 An applicant must complete and lodge with the Registrar an application in the form approved by the Registrar, together with such supporting documents as are required by the application form.

11.2 If the Registrar considers it necessary in order to determine the application, the Registrar may require further documents or information to be provided by the applicant.

11.3 Upon successful registration the applicant must pay a fee of MRF 1,000.00 (One Thousand Maldivian Rufiyaa). This registration fee shall apply to all registered members who are applying for renewal of registration.

11.4 Applicants must apply for renewal of accreditation before 1 (one) month prior to the date of expiry of accreditation.

11.5 If the accredited professional fails to renew the registration on time as specified in sub-clause 11.4, a fine of MRF 500.00 (Maldivian Rufiyaa Five Hundred) will be charged.

11.6 All applicants seeking to register as accredited professionals must be an active local registered member in the Building Designers Registration System of Maldives.

11.7 All applicants must be insured against professional liability for minimum sum of not less than MRF 500,000.00 (Five Hundred Thousand Maldivian Rufiyaa) per year.

11.8 All applicants must fulfill the requirements of:

- a. schedule 1 core performance criteria (refer to page no. 18)
- b. schedule 2 specialty performance criteria (refer to page no. 20)
- c. schedule 3 specialty qualification (refer to page no. 24)

## **12.0 Assessment**

### **General**

12.1 The Registrar will assess an applicant for accreditation against:

- (a) **the core performance criteria,**
- (b) **the specialty performance criteria** for each category of accreditation in which he or she seeks to be accredited,
- (c) **the specialty qualification requirement** for each category of accreditation in which he or she seeks to be accredited, and
- (d) **the experience requirement** for each category of accreditation in which he or she seeks to be accredited

12.2 An applicant for accreditation must provide evidence that he or she satisfies each of these requirements together with evidence of insurance upon successfully passing the assessment.

### **Core performance criteria**

12.3 The Registrar will assess whether an applicant has satisfied the core performance criteria on the basis of the evidence provided by the applicant in any of the following methods.

- a) professional qualification
- b) experience
- c) interview
- d) exam set out by the Registrar.

### **Accreditation exam**

12.4 An applicant may be required to undertake the accreditation exam set by the Registrar should the Registrar determine that an applicant requires further evidence for registration as per clause 12.3

12.5 An applicant who elects to undertake the accreditation exam must pass the exam.

12.6 The accreditation exam tests an applicant on the core performance criteria.

12.7 The accreditation exam is a pen and paper examination and may include multiple choice questions, short answer questions, calculations and/or case studies.

12.8 The accreditation exam is set and marked by the Registrar.

### **Specialty performance criteria**

12.9 The Registrar will assess whether an applicant has satisfied the specialty performance criteria on the basis of the documents and information provided by the applicant under clauses 11.1 and 11.2.

### **Specialty qualification**

12.10 Where an applicant does not have a specialty qualification that is required for the category of accreditation in which he or she seeks to be accredited, the applicant may provide evidence that he or she has a qualification that achieves learning outcomes that address the specialty performance criteria for the category of accreditation in which he or she seeks to be accredited.

12.11 An applicant may demonstrate that he or she has a qualification that achieves learning outcomes that address the specialty performance criteria for the category of accreditation in which he or she seeks to be accredited by having:

- a) a qualification that includes units which achieve learning outcomes that address the specialty performance criteria, and/or
- b) knowledge and skills gained through their experience, work, training and/or study which achieve learning outcomes equivalent to the specialty performance criteria.

12.12 The responsibility is on the applicant to provide sufficient evidence to satisfy the Registrar that he or she has a qualification that achieves learning outcomes that address the specialty performance criteria for the category of accreditation in which he or she seeks to be accredited.

### **Experience**

12.13 The Registrar will assess an applicant's experience on the basis of the documents and information provided by the applicant under clauses 11.1 and 11.2.

### **Interview or other examination or demonstration**

12.14 Where the Registrar is not satisfied that the applicant meets the criteria set out in clause 12.1 on the basis of the documents and information the applicant has provided, the Registrar may require the applicant to provide further written evidence, attend an interview before the Registrar or its nominee, undertake an oral examination or provide a demonstration of the applicant's skills.

12.15 The Registrar must provide 30 days within which an applicant is to comply with a request made under clause 12.14.

## **Part C Accredited professionals' obligations**

### **13.0 Terms of accreditation**

13.1 Accredited professionals may only carry out the functions and issue the certificates specified in the Regulation for the category of accreditation in which they have been accredited.

13.2 Accredited professionals must at all times comply with the restrictions (if any) specified in the Regulation for the category of accreditation in which they have been accredited.

13.3 Accredited professionals must comply with the conditions of accreditation (if any) imposed on their certificate of accreditation by the Registrar.

### **14.0 Code of conduct**

14.1 Accredited professionals must comply with the code of conduct for accredited professionals contained in Schedule 4.

14.2 The Registrar may refuse to issue or renew a certificate of accreditation if the applicant has contravened the code of conduct (refer to clause 19.0).

### **15.0 Continuing professional development**

15.1 Accredited professionals must participate in and satisfy the requirements of the Registrar's continuing professional development program as specified in Schedule 5.

15.2 The Registrar may refuse to renew a certificate of accreditation if an accredited professional has not satisfied the requirements of the Registrar's continuing professional development program.

15.3 The Registrar may also require all or some groups of accredited professionals to undertake specific education or training courses in addition to participating in and satisfying the requirements of the Registrar's continuing professional development program.

15.4 The Registrar will provide written notice to each accredited professional required to undertake additional specific education or training courses as referred to in clause 15.3. Schedule 1 – Core performance criteria

## **16.0 Certificate of adequacy**

16.1 The accredited professional shall, after performing his duty, issue:

- a. certificate in the format setup in this Regulation (page 32).
- b. a certified set of drawings.

## **17.0 Submission of accredited works**

17.1 The accredited professionals shall submit the works he or she has accredited in every 6 (six) months to the Registrar in the format prescribed (Appendix, page 31).

17.2 The Registrar reserves the right to refer to an appointment to the IIC for sanctions under clause 18.0, if the accredited professional fails to submit the works specified in clause 17.1.

## **Part D Investigating and Hearing Complaints**

### **18.0 Investigation and Complaints**

18.1 Any complaint made to the Registrar against an accredited professional shall be in writing by lodging the complaint form.

18.2 All the complaints shall be supported by proper valid documents as a proof of complaint.

18.3 The Registrar shall, based on submitted documents determine if the complaint is valid and pass to the IIC to investigate the complaint.

18.4 The IIC has the right to investigate complaints made against a registered member, relating to a perceived unsatisfactory conduct or misconduct of professional practice.

18.5 The IIC also has the power to investigate on its behalf. The accredited professionals' code of conduct is a relevant consideration in determining what constitutes proper and ethical conduct by a member.

18.6 For further information about investigation and hearing of complains, refer to the Inquiry and Investigation Committee Rules 2008.

18.7 Complaint forms are available from the website of the Ministry. All complaint forms are to be submitted in sealed envelopes with supporting documents addressed to:

**Registrar**

Construction Industry Development Section

Ministry of Housing, Transport and Environment.

Izzuddhin Magu, Male', Republic of Maldives.

18.8 Lodging a complaint – a non-refundable fee of MRF 100.00 will be charged to lodge a complaint to the Registrar.

### **19.0 Notifications and Sanctions**

19.1 The IIC upon investigation of a complaint made against a member, *if found to have acted* in contravention of NBPARG, can choose to put the member on notice to comply or impose sanctions.

19.2- In issuing notifications the IIC can -

a) Notify the member to comply with the NBPARG.

b) Notify the member to undertake further training as deemed required by the Registrar, and may choose to suspend the license until such time as compliance is met.

19.3- In imposing sanctions the IIC has the power to revoke, suspend and cancel a member's license and/or impose a fine not exceeding Rufiyaa 100,000.00 (one hundred thousand)

19.4- Without prejudice to the IIC's power to revoke, suspend or cancel a member's license for contraventions of the NBPAP regulations as provided in Clause 19.1 above, the IIC may also revoke, suspend or cancel a member's license if the IIC finds:

- a) that a member is mentally incompetent to be sustained as a registered member to deliver the tasks defined in Schedule 2 of this Regulation – Special Performance Criteria
- b) that a member is declared bankrupt by a court of law.
- c) that a member has produced documents or materials that is misleading, deceptive, inaccurate or false statements during any stage of registration, or in an investigation conducted by the IIC.
- d) Willful obstruction on the part of a member to an investigation conducted by the IIC.
- e) that a member fails to renew the registration
- f) that a member fails to comply with an order of the IIC after a disciplinary finding under Clause 19 (Notification and Sanctions) of this Regulation.
- g) that the Registrar made an error in issuing the license.

19.5- The Registrar shall have emergency powers to suspend a member's license temporarily, pending an investigation in order to avert a danger to a person or a property.

19.6- Where a member's license is revoked, suspended or cancelled, the Registrar shall place on public record all active revocations, suspensions or cancellations.

19.7 Where a complaint made against a non registered individual providing the services stated in this Regulation, the Registrar shall have the right to constitute legal proceedings against that individual to prevent him from practicing.

**Note:**

*“The Inquiry and Investigation Committee Rules 2009” is attached with this regulation in the Appendix on page 31.*

## **Table 1**

### **Categories of accreditation**

**Table 1: Categories of accreditation**

<b>Category</b>	<b>Definition</b>
A1 Accredited Professional Engineer -	Structural design compliance

## **Schedule 1 Core performance criteria**

All applicants for accreditation must possess the following:

### **Core Skills** (*ability to ...*)

- a) CS1 Communicate role, responsibilities and liabilities relevant to the category of accreditation
- b) CS2 Identify actual and potential sources of conflicts of interest in accordance with legislative requirements and the code of conduct for accredited professionals and take appropriate action, including the implementation of appropriate practices
- c) CS3 Read, interpret and check plans, drawings, specifications, calculations and contracts for building works
- d) CS4 Identify, assess, read, interpret and determine compliance of proposed and constructed building work and/or subdivision work, and/or proposed strata subdivisions, with legislative requirements relevant to the category of accreditation
- e) CS5 Accurately carry out appropriate calculations relevant to the category of accreditation when making certification decisions
- f) CS6 Prepare reports on matters relevant to the category of accreditation
- g) CS7 Issue the appropriate certificate in accordance with legislative requirements relevant to the category of accreditation
- h) CS8 Maintain documents and certification records in accordance with legislative requirements relevant to the category of accreditation
- i) CS11 Identify conflict/disputes, recognise their causes and identify and implement appropriate actions to seek to resolve the conflict/dispute
- j) CS12 Manage professional development

**Core Knowledge** (*know and understand ...*)

- a) CK1 the Regulation, codes, standards, development standards, development consents and other requirements relevant to the category of accreditation
- b) CK2 The role, responsibilities and constraints involved in the work of an accredited professional relevant to the category of accreditation
- c) CK3 The professional procedures and practices and certification processes involved in the assessment of works to issue a certificate relevant to the category of accreditation
- d) CK4 Constructability and construction methods for building works and other structures.

**Core underpinning knowledge** (includes but is not limited to ...)

- a) The Maldives National Building Code
- b) Environmental Protection Preservation Act 1994 (Law No. 4/93)
- c) Environment Impact Assessment Regulation (Law No. 2/99)
- d) Housing Development Regulations (Male' Municipality)
- e) Hulhumale' Development Regulations
- f) National Building Designers Regulation
- g) National Building Professionals Accreditation Regulation
- h) Maldives Tourism Act
- i) Tourist Resort Development Guidelines

## **Schedule 2 - Specialty performance criteria**

### **Accreditation statements**

#### **Introduction**

The accreditation statements list the specialty performance criteria for each category of accreditation. The depth and/or application required for a category will differ depending on the scope of work the accredited professional is authorised to undertake for the category.

Where any aspect of the scope of work is ambiguous, is unclear and/or may be beyond the capabilities of an accredited professional, the onus is on the professional to seek clarification from the required authorities as to whether he/she can carry out a proposed development.

## **Accreditation statement - Category A1**

### **Accredited Professional Engineer – structural design compliance**

#### **Authorities conferred**

Issuing compliance certificates for the designs of structural components of building works.

#### *Specialty knowledge (know and understand ...)*

- a. The design, planning and construction requirements relevant to this category of accreditation and appropriate techniques and methodology for their construction.
- b. The building structural code requirement of Maldives including documents adopted by reference in the Building Code and building regulations.

#### *Specialty skills and tasks*

1. The accredited professional, in relation to any plans of building (structure) works shall,
  - a. evaluate, analyse and review the structural design in the plans of any building works and perform such original calculations with a view to determining the adequacy of the key structural elements of the building to be erected or affected by building works carried out in accordance with those plans; and
  - b. verify that the key structural elements designed are consistent with the layout shown in the architectural plans and any amendment thereto.
2. Without prejudice to clause 1, an accredited professional shall in relation to any plans of building works carry out the tasks defined below:
  - a. Determine the extent of the proposed building works to be certified
  - b. Determine and use the code of Practice adopted in the preparation of the structural design in the plans of the building works
  - c. Check the design loadings
  - d. Ascertain the design assumptions and limitations of the computer program used in the analysis of the structural design
  - e. Use appropriate engineering information and models in the analysis for the structural design
  - f. Check standards and specifications of materials to be used in the building works
  - g. Ascertain the structural design concept used and identify the key structural elements

- h. Determine the structural design stability and robustness of the structural system, including considerations for lateral loads, lateral ties, bracings and lateral transfer loads
- i. Analyse all key structural elements and the foundation systems of the building to be erected or affected by building works carried out in accordance with the plans of building works.
- j. Analyse all types of foundations including adjacent building protection methods.
- k. Analyse all earth retaining structures, including considerations for surcharge loads, overburden pressure and water pressure.
- l. Analyse all columns and vertical key structural elements, including considerations for axial loads, lateral loads and bending moments
- m. Analyse all trusses and beams including considerations for lateral stability and torsional capacity
- n. Analyse all joint connections, including connections between structural elements and between the structural element and its support
- o. Check the structural detailing in drawings and ensure that all these are consistent with the design calculations
- p. Determine the adequacy of other aspects of the design which are peculiar to the building works and which are essential to the structural integrity of the building.
- q. Plan and conduct inspection(s) of building works, to assess and confirm compliance and/or non-compliance, relevant to the category of accreditation and take appropriate action prior to issue of compliance certificate
- r. Develop testing programs, including interpreting and auditing of test results, relevant to the category of accreditation

### ***Specialty underpinning knowledge***

Relevant provisions of:

- a. relevant standards, codes, practice notes, research publications and regulations pertaining to structural systems in buildings

### ***Specialty qualifications requirement***

The qualifications recognised by the Registrar for this category of accreditation are listed in Schedule 3 (page 24).

## **Experience requirement**

The experience required for registration of an applicant shall be either one of the following requirements.

- a. a minimum of 3 years of structural engineering design experience relevant to building work across an appropriate range of buildings out of which a minimum of 2 years of working experience as a structural checker in a relevant government authority **OR**
- b. a minimum of 4 years of structural engineering design experience relevant to building work across an appropriate range of buildings out of which a minimum of 3 years of working experience under a certified professional engineer registered in this Regulation, subject to the Registrar's approval **OR**
- c. a minimum of 7 years of structural engineering design experience relevant to building work across an appropriate range of buildings subject to the Registrar's approval.

*Note: Under the Experience requirement for the registration of professional engineers, clause (c) is only applicable for the year 2009.*

## **Schedule 3 Specialty qualifications**

### **Introduction**

In order to be accredited, an applicant must possess an appropriate specialty qualification, or the equivalent (as determined by the Registrar). This Schedule lists the approved specialty qualifications (and granting institutions) for the relevant categories of accreditation.

### **A1 Accredited Professional Engineer – structural design compliance**

For category of accreditation A1, the Registrar recognises the following qualification(s):

- a. a degree in the discipline of civil/structural engineering from a university (the degree of study must be recognised by the professional institute of the country of study and must be accredited by the MAB).

## **Schedule 4 Code of conduct for accredited professionals**

### **Introduction**

The Code of Conduct for Accredited Professionals (the Code) presents the principles to guide the behaviour of, and the standards of conduct and professionalism expected from, accredited professionals when performing certification functions. Accredited professionals must exhibit, and be seen to exhibit, the highest ethical standards in carrying out their duties so as to maintain public confidence in the integrity of the certification system.

The Code is a key mechanism to assist accredited professionals to act honestly, ethically, responsibly and with accountability. If an accredited professional is in doubt as to the propriety of any course of action, he or she should seek the guidance of the Registrar.

### **Purpose of the Code**

The purpose of the Code is to:

- a. set standards of conduct and professionalism expected from accredited professionals when performing their certification functions
- b. inform the community of the standards of conduct and professionalism expected from accredited professionals
- c. provide consumer, regulatory, government, employment and professional bodies with a basis for making decisions regarding standards of conduct and professionalism expected from accredited professionals, and
- d. assist accredited professionals to:
  - fulfill their statutory duties, and
  - act in a way that enhances public confidence in the certification process.

The Code cannot address all possible circumstances that professionals may face in their public role. The Code also does not attempt to:

- a. replicate the requirements placed on accredited professionals by legislation, or
- b. provide standards in relation to business practices.

## **Relationship of the Code to legislation**

This Code is the code of conduct for accredited professionals. A breach of the Code may result in disciplinary action being taken against an accredited professional. The Code does not stand alone; accredited professionals must follow the laws and regulations of the Republic of Maldives.

## **Code of Conduct requirements**

When working as an accredited professional and carrying out certification functions, an accredited professional shall comply with requirements 1 to 11, inclusive of the Code, which are the Code of Conduct Requirements.

### **Acting in the public interest**

1. An accredited professional shall carry out his or her functions and duties, and exercise any discretionary powers, in ways that promote or preserve the public interest.

### **Regard for interests of principals and others**

2. An accredited professional shall take reasonable steps to ensure that the person who engages the accredited professional (the principal) to provide certification functions is made aware of any matters affecting the rights or authority of the accredited professional to carry out his or her statutory or contractual duties, and that the principal is kept informed of any change in circumstances relating to those rights or authority.

3. An accredited professional shall not misinform, or otherwise mislead, a principal or any regulatory, government, employment or professional body or any other person about any matter relating to the performance of the accredited professional's certification functions.

### **Treatment of others**

4. An accredited professional shall act with honesty, good faith and equity, and without discrimination, towards any person in the community.

### **Duty of care**

5. An accredited professional shall exercise reasonable care and attention in carrying out his or her duties, and in the exercise of his or her powers.

### **Making decisions and taking actions**

6. An accredited professional shall take all reasonable steps to obtain all relevant facts when making decisions and carrying out certification and other statutory functions.

7. An accredited professional shall ensure that his or her decisions and actions are reasonable, fair and appropriate to the circumstances, based on consideration of all the relevant facts he or she has obtained, and supported by adequate documentation.

### **Protecting and using information**

8. An accredited professional shall take care to maintain the integrity and security of confidential documents or information in his or her possession, or for which he or she is responsible, and shall not use confidential information gained by virtue of his or her official position for the purpose of securing a private benefit for himself or herself or for any other person.

### **Acting within his or her competence**

9. Notwithstanding the category(s) of accreditation in which an accredited professional has been accredited, he or she shall carry out certification functions only within his or her competence.

### **Proper exercise of power**

10. An accredited professional shall not take advantage of his or her status, position, power or duties for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for himself or herself or for any other person.

### **Gifts and benefits**

11. An accredited professional shall not seek or accept a gift or benefit that is intended to, likely to, or could be perceived by an impartial observer as likely to, cause him or her to act in a biased or unfair manner in the course of his or her duties.

## **Schedule 5**

### **Continuing professional development program**

#### **Introduction**

Continuing professional development (CPD) for the purposes of this Regulation means ongoing learning undertaken after a person has been issued with a certificate of accreditation. As the building industry and the legislation that applies to construction are constantly changing, all accredited professionals need to keep up-to-date with new developments that relate to their practice.

#### **Registrar's role in CPD**

The Registrar has the power to determine and establish any CPD program for this Regulation. However out of country trainings, seminars and other study programs may be accepted as a form of CPD by the Registrar. The applicant is to submit such programs details and outlines for the Registrar's approval.

#### **CPD Program requirements**

Each year, each accredited professional must undertake the following:

1. Successful completion of approved CPD activities, and
2. Training or education in areas of the technical speciality that is relevant to the accredited professional's category(s) of accreditation, by:
  - a. Participating in, and satisfying, the requirements of a CPD program offered by a professional association, institute or organisation that is recognized by the Registrar or
  - b. Successfully undertaking training or education equivalent to that required by a CPD program offered by a professional association, institute or organisation recognised by the Registrar or
  - c. Successfully following a total of 20 hours per year of CPD program that is approved by the Registrar.
3. Submit to the Registrar details of CPD programmes undertaken.

## **CPD activities**

The activities in the CPD program could vary depending on the type of CPD program. The following is a guideline of some of the activities that will be considered as activities relating to CPD.

- a. the Act and the Regulations where relevant
- b. Building Codes and standards where relevant
- c. other relevant legislations
- d. the Regulation
- e. other reference codes, standards determined to be relevant to Maldives
- f. professional practice and development
- g. management skills
- h. Industry involvement (for academicians)

## **Equivalent training or education**

An accredited professional, who seeks to follow any CPD program not listed by the Registrar, must provide sufficient information to the Registrar to demonstrate that the training or education is equivalent to the requirements of a CPD program which are relevant to his or her category of accreditation.

The accredited professional must provide this information to the Registrar within one month from the date of commencement of his or her annual accreditation as specified on the accredited professional's certificate of accreditation. The Registrar will determine whether the training or education is equivalent the CPD program required by accredited professional's category(s) of accreditation

The Registrar will notify the accredited professional in writing of the determination. The Registrar will list on its website details of any training or educational courses or programs approved by it under clause 2(b).

## **Renewal of accreditation**

As part of determining whether to renew an accreditation, the Registrar will assess whether an applicant has satisfied the CPD Program requirements. Each year, accredited professionals must provide to the Registrar, together with an application to renew their accreditation, evidence that demonstrates they have satisfied the CPD Program requirements for the previous calendar year. If the Registrar is not satisfied that an applicant has met the requirements of the CPD Program for the previous calendar year, the Registrar may refuse to renew the certificate of accreditation.

Where an applicant is not able to satisfy all of the CPD Program requirements during his or her first year of accreditation, the applicant must provide evidence that he or she has completed those requirements that were available in the calendar year after commencement of his or her period of accreditation.

## **Appendix:**

Appendix 1 – The certificate

Appendix 2 – Application form for NBPAP

Appendix 3 – Inquiry and Investigation Committee Rules 2009

Appendix 4 – Flow chart of checking process through NBPAP

Appendix 5 – Sample stamp issued for accredited professionals

Appendix 6 – Complaint form

Appendix 7 – Accredited works submission form

**THE CERTIFICATE**

**for structural design compliance - category A1**

- 1. I .....[*name of professional*] being a registered accredited professional, hereby certifies that I have in accordance with this National Building Professionals Accreditation Regulation set out by the Registrar, have carried out an evaluation, analysis and review of the plans of the building works attached and to the best of my knowledge and belief the plans do not show any inadequacy in the key structural elements of the building to be erected or by the works carried out in accordance with those plans.
- 2. In arriving at my conclusion , I confirm that I have reviewed and evaluated the design in accordance with the building regulations using the following criteria:-
  - a. codes of practice adopted in the design;
  - b. including wind load, construction load or dynamic load, if applicable) checked;
  - c. standards and specifications of structural elements;
  - d. structural design concept and identification of the key structural elements;
  - e. structural analysis and design of all key structural elements including foundation systems;
  - f. stability of structural frame;
  - g. structural detailing;
  - h. others specify.....

Plot Name/No: ..... Date:.....

Type of Building: ..... NBPAR Number:.....

Plot Owner's Name: ..... Accreditor's Signature:.....

.....

Official Stamp of the Accredited Professional Engineer

**FOR OFFICIAL USE ONLY**

Building Permit No.: .....	Local Authority's Stamp
-------------------------------	-------------------------



Ministry of Housing, Transport and Environment  
Male', Republic of Maldives



PP Sized  
Photo

**National Building Professionals  
Accreditation Registration Form**

### 1. About the Applicant:

1.1 Name: ..... 1.5 Contact No: .....  
 1.2 Permanent Address: ..... 1.6 E-mail Address: .....  
 1.3 Current Address: ..... 1.7 NBDR No: .....  
 1.4 National ID Card No: .....

### 2. Academic Qualifications:

Level of Study (Qualification)	Duration		Country	Place of Study
	From	To		
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

### 3. Professional Registration:

3.1 Name of Professional Association/ Institute : .....  
 3.2 Address and Country of Professional Association: .....  
 3.3 Registration No: ..... 3.4 Year of registration: .....  
 3.5 Category / Class: .....

### 4. Declaration:

I affirm that the information given in this application are true and correct.

4.1 Name: .....  
 4.2 Signature: .....  
 4.3 Date: .....

## 5. Document submission checklist:

To be checked by the Registrar .

- 5.1  Completed Application Form
- 5.2  Two stamp sized photos.
- 5.3  Copies of the National ID Card.
- 5.4  Copies of the academic certificates certified by the Department of Public Examination.
- 5.5  A fee of MRf 1,000 is payable upon successful registration.
- 5.6  Curriculum Vitae with proof of Work experience
- 5.7  Proof of Insurance (to be submitted only after notification by the Registrar)

## 6. Category of Registration:

A1 - Accredited Professional Engineer

## 6. For Ministry's Use:

Received by:

6.1 Name: .....

6.2 Date: .....

6.3 Time: .....

6.4 Signature: .....

Processed by:

6.5 Name: .....

6.6 Signature: .....

6.7 Date: .....

6.8 

NBPAR No: .....
-----------------

### Authorised Categories of Registration:

A1 - Accredited Professional Engineer

Approved by Registrar:

Name: .....

Signature: .....

Date: .....

# THE INQUIRY AND INVESTIGATION COMMITTEE RULES 2009



**Construction Industry Development Section**

Ministry of Housing, Transport and Environment

Izzudheen Magu, Male' 20324

Republic of Maldives

[construction.dev@housing.gov.mv](mailto:construction.dev@housing.gov.mv)

[www.construction.gov.mv](http://www.construction.gov.mv)

January 2009

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## **Definitions -**

**Minister** - Minister of Housing, Transport and Environment

**MHTE** – Ministry of Housing, Transport and Environment

**CIDS** – Construction Industry Development Section

**IIC** – Inquiry and Investigating Committee

**CIDB** - Construction Industry Development Board

**Registrar** – Head of Construction Industry Development Section

## **THE INQUIRY AND INVESTIGATION COMMITTEE RULES 2009**

### **Rule 1 -**

#### **Complaint against a registered member**

1. Any complaint made to the Registrar against a registered member of any registrations maintain by the Registrar, shall be in writing by lodging the complaint form set out by the CIDS for that registration regulation.

### **Rule 2 -**

#### **Appointment of Inquiry and Investigation Committee**

2.1- The Minister will appoint an Inquiry and Investigation Committee (IIC), for the purposes of assisting the Registrar to determine the nature of the complaint made against a registered member.

2.2- Every valid complaint received by the Registrar against a registered member may be laid before the Inquiry and Investigation Committee.

2.3- The Minister shall appoint in consultation with the CIDB -

- (a) 2 (two) registered professional members of NBDR to be members of the Inquiry and Investigation Committee,
- (b) 1 (one) member from Ministry of Housing, Transport and Environment (MHTE) to be members of the Inquiry and Investigation Committee,
- (c) 1 (one) registered member of National Building Professionals Accreditation Regulation (NBPAP) to be members of the Inquiry and Investigation Committee and
- (d) 1 (one) member from Maldives Association of Construction Industry (MACI) to be members of the Inquiry and Investigation Committee.

2.4 The Minister shall appoint in consultation with the CIDB, a member from the Inquiry and Investigation Committee as the Chairman of the Inquiry and Investigation Committee.

2.5- A member of the Inquiry and Investigation Committee shall be appointed for a period of one year and shall be eligible for re-appointment.

2.6- The Minister may remove any member of the Inquiry and Investigation Committee if the member fails to carry out his/her responsibilities stated in Rule – 3 or fill any vacancy in its membership.

**Rule 3 -**

**Proceedings of Inquiry and Investigation Committee**

3.1- The Chairman of the Inquiry and Investigation Committee may at any time summon a meeting of the Inquiry and Investigation Committee.

3.2- Three members of the Inquiry and Investigation Committee, including the Chairman of the Committee, shall be present to constitute a quorum for a meeting of the Committee.

3.3- Any question arising at any meeting of the Inquiry and Investigation Committee shall be determined by a majority of votes of the members thereof and, in the case of an equality of votes, the Chairman of the Committee shall have a casting vote.

3.4- In the absence of the Chairman of Inquiry and Investigation Committee, the Minister shall appoint an acting Chairman who shall have and exercise all the powers of the Chairman.

3.5- The Inquiry and Investigation Committee shall recommend to the Registrar if a complaint is to be dismissed or investigated.

3.6- The Inquiry and Investigation Committee shall carry out investigations and inquires of any complains made to any member of any registration and will submit the findings in a written report to the Registrar for action to be taken.

3.7- The Inquiry and Investigation Committee may request of the Registrar to appoint an advocate or solicitor to be present at any of its proceedings to advise the Committee on any matter of law.

3.8- For the purposes of conducting its proceedings, the Inquiry and Investigation Committee may request of the Registrar to appoint any person to make or assist in the making of any preliminary inquiries that is necessary for IIC.

3.9- Where the Inquiry and Investigation Committee is of the opinion that a registered member of any registration should be called upon to answer any allegation made against the member, the Committee shall post or deliver to the registered member concerned -

(a) Copies of the complaint made against the member and any statutory declaration or affidavit that has been made in support of the complaint, and

(b) a notice, inviting the registered member to give to the Inquiry and Investigation Committee, within such period (not being less than 7 (seven) working days) as may be specified in the notice, any written explanation the member may wish to offer and advise the Inquiry and Investigation Committee or if the member wishes to be heard by the Inquiry and Investigation Committee.

3.10- Before the expiration of the time specified in the notice referred to in paragraph (3.9), the registered member or his/her representative should attend before the IIC.

3.11- On the expiration of the time specified in the notice referred to in paragraph (3.9) (b), the Inquiry and Investigation Committee shall have power to suspend the registered members license if he/she fails to attend before the IIC.

3.12- The Inquiry and Investigation Committee shall give the registered member concerned reasonable opportunity, not exceeding 20 (twenty) working days, to be heard and shall consider any written explanation so given.

3.13- The registered member concerned may present his case before the Inquiry and Investigation Committee in person or be represented by an advocate or solicitor at any proceedings of the Inquiry and Investigation Committee.

3.14- Any person, who is authorised to be appeared on behalf of a registered member concerned, may appear before the Inquiry and Investigation Committee on behalf of the member at any proceedings of the Committee. The representative of the registered member must provide a written consent from the registered member.

**Rule 4 -**

**Findings of inquiry and Investigation Committee, etc.**

4.1- The Inquiry and Investigation Committee shall, within 60 (sixty) working days from the date of its commencement of inquiry and investigation of a complaint, submit a written report of its findings to the Registrar. The commencement date shall be the date that the registered member or his/her representative attended to the IIC for the first hearing. This date shall be revised as per the time extension given under paragraph 3.12.

4.2- The Registrar may grant an extension of time to the Inquiry and Investigation Committee to submit the written report of its findings to the Registrar if the CIDB is satisfied that the circumstances of the case justify the grant of an extension of time.

4.3- The Inquiry and Investigation Committee shall -

(a) state the reasons for the recommendations contained in its written report and

(b) attach to the written report copies of all relevant documents and statements collected by the Committee during its proceedings.

4.4- The Registrar may, where it thinks fit, require the Inquiry and Investigation Committee-

(a) to conduct further investigations after the written report prepared by the Inquiry and Investigation Committee has been submitted to the Registrar and

(b) to submit a further written report of its findings to the Registrar within such period as the Registrar thinks fit but not exceeding 10 (ten) working days from the date of report submitted as said in paragraph 4.4.

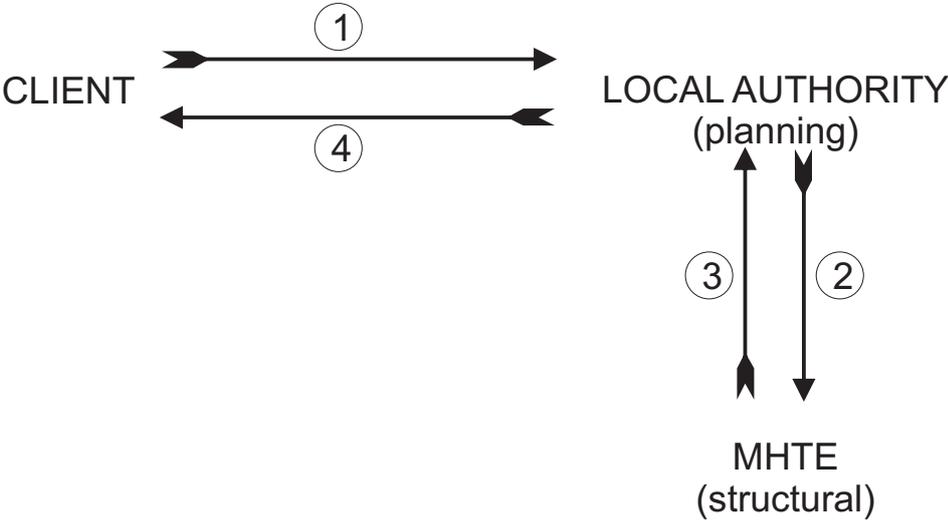
**Rule 5 -**

**Allowances.**

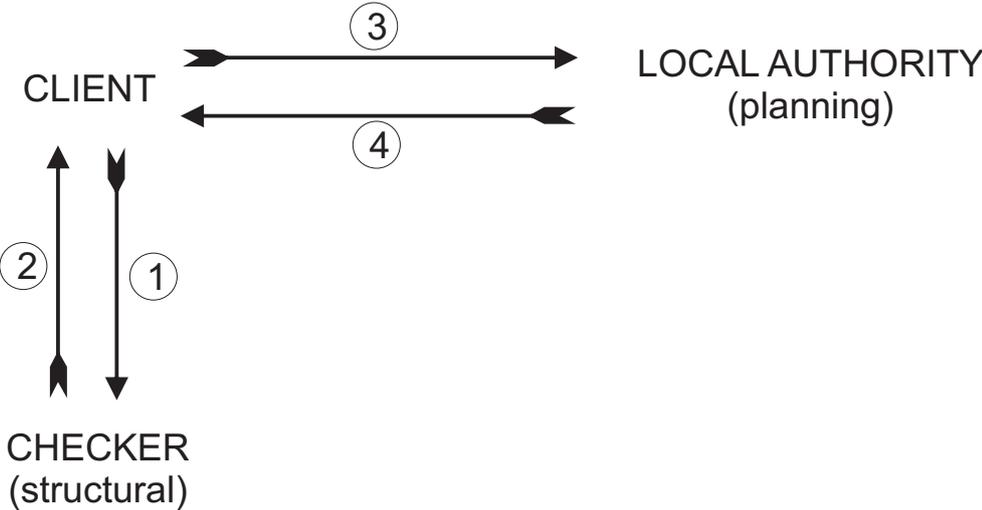
5.1- The Inquiry and Investigation Committee members shall be paid MRF 150.00 per hour.

**THE CHECKING PROCESS THROUGH  
NBPAR VS THE EXISTING SYSTEM**

**EXISTING PROCEDURE**



**NEW PROCEDURE WITH NBPAR**



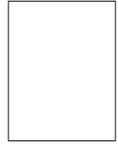
Sample of Stamp





**MINISTRY OF HOUSING, TRANSPORT AND ENVIRONMENT.**

**COMPLAINT FORM FOR  
NATIONAL BUILDING DESIGNERS REGISTRATION (NBDR) AND  
NATIONAL BUILDING PROFESSIONALS ACCREDITATION REGULATION (NBPAR)**



MRF 50.00 REVENUE STAMP

<b>TO</b>	<b>REGISTRAR</b>		
	MINISTRY OF HOUSING, TRANSPORT AND ENVIRONMENT, MALE', MALDIVES.		
<b>FROM</b>	DATE	NAME	
	ADDRESS		TELEPHONE

**1. THIS COMPLAINT IS AGAINST THE FOLLOWING PERSON:**

NAME	TELEPHONE
ADDRESS	

**2. THE COMPLAINT DEALS WITH THE PRACTICE OF:**

- |  |   |
|--|---|
| <input type="checkbox"/> ARCHITECTURE                  | <input type="checkbox"/> BUILDING SPECIALIST SERVICES                     |
| <input type="checkbox"/> CIVIL/STRUCTURAL ENGINEERING  | <input type="checkbox"/> ACCREDITED PROFESSIONAL (SPECIFY CATEGORY _____) |
| <input type="checkbox"/> BUILDING SERVICES ENGINEERING | <input type="checkbox"/> OTHER  |
| <input type="checkbox"/> BUILDING DESIGN               |   |
| <input type="checkbox"/> QUANTITY SURVEYING            |   |

**3. TO MY KNOWLEDGE THE PERSON COMPLAINED AGAINST  IS  IS NOT REGISTERED TO PRACTICE IN THE PROFESSION OR PROFESSIONS SHOWN IN NO. 2 ABOVE.**

**4. THE NATURE OF THE COMPLAINT IS:**

- PRACTICE OF UNLICENSED PERSON
- INCOMPETENCY
- MISCONDUCT
- GROSS NEGLIGENCE
- FRAUD
- DISHONESTY
- OTHER (MUST INCLUDE FULL DESCRIPTION)

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**5. THE PERSON OR PERSONS INJURED OR VICTIMIZED BY THE ACTIONS OF THE PERSON COMPLAINED AGAINST ARE:**

NAME	TELEPHONE
ADDRESS	

DETAILED, SPECIFIC STATEMENT OF FACTS UPON WHICH COMPLAINT IS BASED INCLUDING DATES (ATTACH ADDITIONAL SHEETS IF NECESSARY.)

I, \_\_\_\_\_, AFFIRM THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL STATEMENTS HEREIN  
(NAME)  
ARE TRUE AND CORRECT.

**SIGNATURE OF COMPLAINT** ► \_\_\_\_\_

**NOTE:**

A COPY OF THIS COMPLAINT AND ANY ATTACHMENTS MAY BE PROVIDED TO THE PERSON WHO IS THE SUBJECT OF THE COMPLAINT HIS/HER LEGAL COUNSEL

