



RPEng

Registered Professional Engineer
of Professionals Australia



ASSOCIATION OF
**Professional
Engineers
Australia**

a division of Professionals Australia

Registered Professional Engineer of Professionals Australia By-Laws and Guidelines



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Executive Summary

The standard of professionalism among engineers must be high to ensure competent practice, ethical conduct, economic benefit, environmental sustainability and most importantly the safety of the community. Therefore a mechanism must be in place to assess and uphold the integrity of this standard.

These By-Laws outline the criteria used by Professionals Australia in the assessment of applicants seeking Registered Professional Engineer of Professionals Australia (RPEng) accreditation

These By-Laws and the processes outlined will also be used to assess applicants seeking registration under State government registration schemes where Professionals Australia is an approved assessment entity. However, there will be no requirement for applicants to have membership of Professionals Australia for that service.

To be eligible for registration, the applicant must:

1. Have completed an eligible engineering qualification in one of the disciplines of engineering, the Guidelines for which are published herein.
2. Have at least five years relevant work experience in an area applicable to the discipline for which accreditation is sought. This work experience must have been gained within the last five to seven years. Examples of work experience per discipline are highlighted in Sections 5 to 13 of these By-Laws: the Guidelines for RPEng Accreditation.
3. Have provided the details of a minimum of three Professional Referees who can verify the applicant's work experience.
4. Have undertaken a total of 50 hours continuing professional development over the past 12 months immediately prior to the lodgement of the application.

Details of Professionals Australia's application and assessment process are provided in these By-Laws. The Guidelines are produced for the benefit of applicants and Assessors in guiding the application and assessment process and are subject to review and revision.

Applicants seeking registration with BPEQ will need to submit the letter from Professionals Australia stating that they meet the accreditation requirements with their application to BPEQ.

1. Introduction

The catastrophic consequences of engineering failure highlight the need for competent professional engineers. The standard of professionalism among engineers must be high to ensure competent practice, ethical conduct, maximum economic benefit and most importantly the safety of the community.

A mechanism must be in place to assess and uphold the integrity of this standard.

Applicants seeking registration are assessed on their education qualifications, work experience and continuing professional development (CPD).

These By-Laws outline the criteria used by Professionals Australia in the assessment of applicants seeking accreditation in the disciplines of engineering contained in the Guidelines.

These By-Laws and Guidelines are established to ensure that people who hold accreditation have achieved such status through meeting well defined criteria developed in consultation with leaders in the engineering profession and that rigour, diligence and scrutiny have been applied by Professionals Australia in granting that status.

Contained in this document are:

- **By-Laws of Professionals Australia for assessment of engineers seeking registration.** These provide the governance structures for the scheme, guiding principles, rules and regulations.
- **Guidelines.** These outline the eligibility criteria used to assess applicants in the disciplines for which Professionals Australia accredits.
- **Appendices.** These contain:
 - Professionals Australia Code of Ethics

Any queries about the registration process should be referred to the Registrar of the Registered Professional Engineers of Professionals Australia program.

Registrar contact details:

Registrar

RPEng assessment scheme
Professionals Australia

E: rpeng@professionalsaustralia.org.au

T: 1300 273 762

152 MILLER STREET
WEST MEBLOURNE
VICTORIA 3003

2. Responsibility of Registered Engineers

Engineers who hold Registered status, will:

- Listen to stakeholders in order to gain an understanding of requirements and nature of problems requiring solutions.
- Devise possible engineering and/or managerial solutions to remedy frequently occurring problems encountered by society.
- Ensure solutions are fundamentally sound in terms of theory, concepts and principles, and satisfy the requirements of stakeholders.
- Devise solutions that can easily be re-applied or modified by themselves or colleagues to solve new problems thereby saving time and money.
- Produce work that provides beneficial outcomes to society, the economy and the environment.
- Understand the costs, limits and risks associated with proposed solutions and communicate these to appropriate stakeholders.
- Integrate relevant technical and non-technical aspects with their solutions.
- Understand the relevance of new developments applicable to their area of practice.
- Understand the relationship between their area of practice and other areas of engineering.
- Conduct research in order to advance their area of practice.
- Develop new concepts, principles and/or technologies.
- Create and update standards and codes.
- Adhere to applicable government legislation and regulations.
- Contribute to the amendment of applicable government legislation and regulations.
- Develop, mentor and educate other professionals in their area of accreditation.
- Ensure their integrity, transparency, good conduct and trustworthiness.
- Communicate to society to increase the community's awareness of their profession.
- Act in a manner that improves the image of their profession, as perceived by the community.

3. By-laws

3.1 Terms and Definitions

Applicant – engineer seeking RPEng status or assessment under a state registration scheme where Professionals Australia is an approved assessment entity.

Assessment Committee – the Registrar and approved Assessors involved in the application and assessment process for Registered Professional accreditation, overseen by the Professional Engineers Division Committee.

Assessor – person appointed by the Professional Engineers Division Committee, based on their experience and qualifications and the satisfaction of procedures outlined herein, for the purpose of determining whether or not an applicant meets the requirements for registration status. Section 3.17 lists the training and qualification requirements of an Assessor.

By-Laws – provide the governance structures for the scheme, guiding principles, rules and regulations.

CEng – Chartered Engineer as awarded by the British Engineering Council.

Conferral Date – day, month and year the applicant is granted Registered Professional accreditation.

CP – Chartered Professional, as granted by The Australasian Institute of Mining and Metallurgy.

CPEng – Chartered Professional Engineer, as granted by Engineers Australia.

Expiration Date – day, month and year that an individual's Registered Professional accreditation expires. This is three years after the Conferral Date.

Guidelines – outline the eligibility criteria used to assess applicants for registration in the disciplines for which Professionals Australia accredits.

Professional Engineers Division Committee – the governing body elected under the Association of Professional Engineers, Scientists and Managers, Australia (APESMA) rules from an electorate of the professional engineer members. APESMA is a registered organisation under the Fair Work (Registered Organisations) Act 2009, operating as Professionals Australia.

Professional Referee – person nominated by the applicant to support and verify their work experience claims. The Professional Referee shall be called upon by the Assessor in order to provide a verbal statement that supports the applicant's work experience. Section 3.8 lists the qualification requirements of a Professional Referee.

Proposal – applicant's application for accreditation. This shall consist of the application form; a certified copy of their Professional Engineering qualification; examples of their work experience over the past five years (detailed curriculum vitae), names and contact details of three Professional Referees who can testify as to the applicant's work experience claims, and a record of continuing professional development activities.

Register (the) - the internal list maintained by Professionals Australia, detailing all successfully assessed applicants for registration.

Registrar – staff member appointed by the Professionals Australia CEO to have responsibility for the effective administration of the accreditation processes detailed in these By-laws the Registrar will ensure the maintenance of the Roll of Registered Professional Engineers of Professionals Australia.

Renewal Date – day, month and year that current Registered Professional Engineers of Professionals Australia (RPEng) are to be notified of their upcoming renewal and re-assessment. This date should fall at least three months prior to the Expiration Date.

RPEng – Registered Professional Engineer of Professionals Australia. This is the registration post-nominal granted to Professionals Australia members on successful assessment.

RPEQ – Registered Professional Engineer of Queensland, as granted by the Board of Professional Engineers of Queensland.

The Washington Accord – A series of agreements relating to the recognition of equivalence of professional engineering qualifications and competence. Qualifications under this scheme are recognised as fitness to practice as a professional engineer across the signatory jurisdictions.

3.2 Governance of the Registration Process

The Professional Engineers Division Committee is to oversee the Registration and assessment program with the purpose to:

1. Uphold the wellbeing of our society, economy and environment – the “triple bottom line”.
2. Ensure the assessment process effectively assesses whether or not an engineer is qualified to practice independently (unsupervised) within their specific engineering discipline.
3. Ensure that the assessment and accreditation program continues to fulfil the objectives outlined herein.
4. Facilitate a high standard of professional education, work experience, professional development and ethical conduct among Professional Engineers through the enforcement of these By-Laws.
5. Promote a high standard of national and global recognition and respect for Registered Professional Engineers of Professionals Australia.
6. Protect the reputation of the profession of engineering by safeguarding the use of the term “Registered Professional Engineer of Professionals Australia” for only those persons holding Registered Professional Engineer accreditation.
7. Implement and maintain a Register of engineers who have been assessed by Professionals Australia as meeting the requirements for registration under State registration schemes and a Roll of Registered Professional Engineers.
8. Communicate the importance of the engineering profession and the registration of Engineers to industry, private business, government agencies and the community generally.
9. Encourage governments to institute and maintain a register of professional engineers and recognise engineers on the Roll of Registered Professional Engineers as competent to practice unsupervised.

3.3 Role of Professional Engineers Division Committee in Accreditation

The Professional Engineers Division Committee shall:

1. Appoint Assessors to conduct assessments of eligibility for registration under the scheme, subject to their meeting stringent requirements for competence outlined herein.
2. Appoint an Assessment Committee, comprised of Assessors deemed of the highest standing.
3. Propose fees for undertaking assessment for obtaining and retaining registration status to the National Board of Professionals Australia for approval each year. The scheme shall be run on a cost-recovery basis only.
4. Conduct surveys of the membership, employers and other stakeholder groups on the adequacy of Guidelines published within the By-Laws on a yearly basis.
5. To recommend changes to these By-Laws to the National Board of Professionals Australia.
6. Consider, accept or reject recommended changes to the Guidelines by the Assessment Committee.

Disciplines

1. Professionals Australia offers Professionals Australia members and professionals accredited by other assessment entities the opportunity to achieve Registered Professional Engineer of Professionals Australia (RPEng) accreditation in accordance with the Guidelines published herein.
2. The details of eligibility criteria and assessment for the disciplines of accreditation are outlined in these By-Laws and Guidelines, as written, approved and published by the Assessment Committee.

3.5 Fees

Fees are set annually and listed on the Professionals Australia website.

If an application does not contain all of the required documentation and information outlined in Section 3.7, the applicant shall be given notification that the application has been unsuccessful in accordance with Section 3.10.

Individuals wishing to apply for Registered Professional Engineer of Professionals Australia (RPEng) accreditation must be members of Professionals Australia.

3.6 Eligibility

In order for a person to be recommended for approval of registration they must satisfy the following requirements:

1. Have completed a qualification in one of the disciplines of engineering, the Guidelines for which are published herein. The qualification must meet one of the following requirements:
 - a) a four-year full-time Bachelor Degree or a Master of Engineering from an accredited Australian institution. The Assessment Committee can consider a statement issued by an accredited university as to qualification suitability,
 - b) or a part time equivalent degree,
 - c) or a previously recognised historical equivalent qualification,
 - I. For applicants seeking registration in IT&T engineering where there were no formal qualifications until the 1990's, consideration will be given to practitioners who hold a 3 year degree or diploma in computing and can demonstrate additional training, development and experience in software or hardware computer engineering,
 - II. a statement from Engineers Australia that the applicant has met the current academic and competency requirements for standing as a professional Engineer will also be accepted,
 - III. The degree must meet the requirements for practice as a professional engineer at the time the degree was completed,
 - d) or a qualification gained elsewhere that satisfies the requirements of "the Washington Accord" for recognition as a Professional Engineer.
2. Have at least five years [including four years post-graduation] relevant engineering work experience or part time experience equivalent to at least five years full time, in an area applicable to the discipline for which accreditation is sought to the extent that the applicant has the competency to work without direct supervision. This work experience must have been gained within the last ten years. Examples of work experience per discipline are highlighted in Sections 5 to 13 of these By-Laws and Guidelines.
3. Have provided the details of a minimum of three Professional Referees who can verify the applicant's work experience.
4. Have undertaken a total of 50 hours continuing professional development over the past twelve months immediately prior to the lodgement of the application. Examples of continuing professional development per discipline are provided in the Guidelines.

Where registration is sought in an engineering discipline other than in the discipline of the original engineering qualification, applicants must provide details of training undertaken and experience gained in their desired area of practice.

The management discipline is available to applicants who not only meet the educational and experience requirements as a professional engineer and have obtained additional formal qualifications not less than a Diploma of Management or a Diploma of Project Management, have moved to a management position and satisfy the additional requirements listed for the management discipline.

Requirements 2 to 5 above shall be waived if the applicant for RPEng registration already holds accreditation as CPEng, CP, CEng, RPEQ or equivalent accreditation with another professional Engineering organisation, whose equivalence is recognised by the bodies granting CPEng or CP status by way of mutual recognition and is approved by the Assessment Committee.

3.7 How to Apply

The applicant's proposal for assessment shall consist of the following documents:

1. A certified copy of your eligible engineering qualification as detailed in Section 3.6 The Guidelines may contain additional requirements for specific disciplines.
2. Your detailed curriculum vitae highlighting at least five years' relevant work experience relevant to the discipline for which accreditation is sought. Examples of work experience per discipline are provided in the Guidelines. The curriculum vitae must highlight the organisation name, brief summary of the service or product provided by the organisation, your job title, length of employment, brief description of your role and examples of work experience activities for each organisation for which the applicant has been employed. The work experience activities shall outline examples of the applicant's use of theories, concepts and practices to solve real-world problems related to the discipline for which accreditation is sought.
3. The names, telephone numbers and email addresses of at least three Professional Referees who can testify as to the valid nature of the applicant's five years of work experience. This referee page may be the final page of the curriculum vitae. The Professional Referees are qualified to testify as to the applicant's work experience claims only if they satisfy the requirements of Section 3.8. In order to improve the chances of success, applicants must ensure Professional Referee details are current. Furthermore, applicants must ensure the Professional Referees are aware of the applicant's nomination of the referee to testify in relation to the application for Registered Professional accreditation. Prior to submitting a proposal, applicants are advised to ensure that the nominated Professional Referees have read the applicant's curriculum vitae and are familiar with the work experience cited in the application.
4. A record of continuing professional development. A total of 50 hours must be accumulated over the 12 months immediately prior to the lodgement of the application. An applicant may be asked to support these claims using copies of certificates from short courses and/or copies of academic transcripts from postgraduate study or other evidence to substantiate participation in continuing professional development activities. An Assessor will verify all claims made. Applicants are advised to not include original documents in their application.
5. Completed application form.

Where a member of Professionals Australia does hold RPEQ, CPEng, CP or equivalent status as outlined in Section 3.6 then the applicant's proposal for RPEng accreditation shall consist of the following documents:

1. A copy of evidence of accreditation as RPEQ, CPEng or CP or equivalent status This may be a letter of confirmation or certified documents related to accreditation; and
2. Completed application form.

Documents may be forwarded in electronic or hardcopy format to the Registrar of the Professionals Australia RPEng program.

3.8 Professional Referee Qualifications

Professional Referees may be either the applicant's supervisors or colleagues who are familiar with the work experience activities highlighted in the applicant's curriculum vitae and must have known the applicant for a period of at least 12 months. Two of the applicants must be able to attest to the applicant's Australian experience. Professional Referees must satisfy one of the following requirements:

1. Registered Professional Engineer of Professionals Australia. The referee's accreditation must be in the discipline for which the applicant is seeking accreditation.
2. CPEng, CP, RPEQ or equivalent status as outlined in Section 3.6. The referee's accreditation must be in the discipline or similar discipline to which the applicant is seeking accreditation.
3. Engineer with a Bachelor degree (or other historically or internationally recognised equivalent or higher qualification) in the discipline or similar discipline to which the applicant is seeking accreditation. This referee must also have more than seven years of work experience in the discipline or similar discipline in which the applicant is seeking accreditation. Finally, the referee would satisfy the eligibility criteria of Section 3.6.

3.9 Successful Applicants

Applicants shall be notified by the Assessment Committee on the successful outcome of their application. Successful applicants shall be provided with a letter stating that they meet the requirements for registration and will be included on the Register as complying with registration requirements.

Applicants for RPEng registration will be provided with a certificate certifying their accreditation as a Registered Professional Engineer of Professionals Australia and will be listed on the Roll as described under section 3.14 and will be entitled to use the post nominals highlighted in section 3.15 and in the Guidelines.

3.10 Unsuccessful Applicants

Applicants shall be notified as to the reason(s) why their application was unsuccessful and be given the opportunity to appeal against the decision or alternatively re-apply for accreditation in 12 months. A different Assessor shall be used for the appeal and assessment of the application.

Appeals must be made within one calendar month of the date of notification of the applicant being unsuccessful. Appeals shall be addressed to "RPEng Appeals" and sent to the Registrar. The Registrar's contact details are provided in Section 1. Introduction of these By-Laws.

Appeals should detail:

1. The reason the applicant believes the Assessor's decision warrants appeal,
2. In specificity, how the applicant believes the Assessor has failed to properly apply the By-Laws and Guidelines to the consideration of their application,
3. Any additional information which could provide further information to support application.

Applicants are permitted to make one appeal per application. If unsuccessful, the applicant is encouraged to re-apply in 12 months using the procedure highlighted in Section 3.7.

3.11 Retention of Accreditation

To remain on the Register as having met the requirements for registration, the registered engineer is required to maintain adherence to the Code of Ethics, continue to practice as a professional engineer and meet the Continuing Professional Development requirements over the previous 3 year period. Registered engineers will be assessed

three years after the assessment date. RPEng accreditation shall be valid for three years from the Conferral Date as set by the Assessment Committee.

To remain on the register, the registered engineer must re-apply before the Expiration Date.

Registered engineers wishing to renew their accreditation must submit a written proposal consisting of:

1. Current contact details and employment position;
2. A detailed curriculum vitae highlighting three years of work experience in the engineering discipline in which you currently have accreditation and for which you wish to continue your accreditation;
3. One Professional Referee who can support your work experience claims. This referee need not be your supervisor since you have already been granted the right to work unsupervised.;
4. A record of continuing professional development totaling 50 hours per annum over three years An Assessor will review all claims made.

3.12 Cancellation of Registered Professional Engineer of Professionals Australia (RPEng) Accreditation

RPEng accreditation shall be cancelled by the Assessment Committee whereby a member:

1. Provides written notification that they wish to no longer be an RPEng;
2. Ceases to be a member of Professionals Australia;
3. Fails to renew within the timeline outlined in Section 3.12;
4. Has been found to have engaged in unprofessional conduct through the processes detailed in Section 3.16.

After cancellation, a member's rights and privileges of accreditation shall cease. Members shall be removed from the Roll of Registered Professional Engineers. The person must not represent themselves as a "Registered Professional Engineer of Professionals Australia" and cease the use of the post-nominal RPEng and any post-nominal associated with the discipline they held accreditation for. Notification of the cancellation shall be provided by the Assessment Committee stating the reasons for cancellation as well as any further obligations of the individual.

If RPEng accreditation of a member also registered as RPEQ is cancelled, Professionals Australia shall advise the BPEQ Registrar.

3.13 Register of approved Engineers

Engineers who have been assessed as meeting the requirements for registration will be included on the Register maintained by Professionals Australia. The register shall include:

1. Title, first name and last name,
2. Contact details including, email address and residential/ mailing address,
3. Discipline for which they were assessed,
4. Conferral Date highlighting day, month, and year in which accreditation was approved,
5. Expiration Date highlighting the day, month, and year in which the accreditation was last approved and shall expire prior to which the person must re-apply to remain on the register.

The engineer will be notified at least 3 months prior to the expiration date of the need to be re-assessed to remain on the Register. Failure to provide the required information or failure to meet the requirements for remaining on the register as determined by the Assessment Committee will result in the person being taken off the register following which the BPEQ will be notified that the person is no longer on the Professionals Australia register as meeting the requirements for Registration.

A public Roll of Registered Professional Engineers of Professionals Australia – *the Roll* – shall be established and maintained by Professionals Australia. Members of Professionals Australia who have been granted RPEng registration shall be included on the Roll.

3.14 Use of Post-nominals

Members of Professionals Australia who have been granted RPEng registration are allowed to present themselves as a “Registered Professional Engineer of Professionals Australia”. They are also permitted to use the RPEng post-nominal. Where the RPEng to highlight the discipline of accreditation, an abbreviation of the discipline shall follow the RPEng post-nominal. The post-nominals per discipline are detailed in the Guidelines.

3.15 Breaches and Disciplinary Action

Any unprofessional conduct of a person currently listed on the Register as meeting the eligibility requirements for registration with a State regulation body (the BPEQ) brought to the attention of Professionals Australia shall be referred to the State registration body. Members of Professionals Australia who hold the RPEng title shall be reported as per the Professionals Australia By-laws. Unprofessional conduct includes any behaviour that is in breach of either:

1. Code of Ethics (Appendix A)
2. These By-Laws
3. The Guidelines of the assessment scheme Guidelines
4. Any other requirements of the Assessment Committee

The Assessment Committee will investigate any complaints and / or allegations of unprofessional conduct made against an RPEng and any such investigation will be conducted in accordance with the rules of Natural Justice. In investigating any complaints and/or allegations of unprofessional conduct made against the RPEng, the Assessment Committee may seek advice from independent individuals who can validate the nature of the misconduct. The identity of individuals reporting or validating misconduct shall be held in strictest confidence.

The Assessment Committee may terminate an individual’s RPEng accreditation if the outcome of the complaints investigation finds the member in breach of any requirement 1 to 4 of Section 3.16.

3.16 Assessors

Assessors are deemed to be qualified to hold the role if they satisfy all of the following requirements:

1. They hold RPEng, CPEng, RPEQ or CP status;
2. They have demonstrated extensive experience and professional knowledge in the discipline, typically through more than 15 years’ post-graduation work experience in the engineering discipline in which the applicant is applying for accreditation;
3. They possess a full understanding of the interpretation and application of the Professionals Australia Code of Ethics; and
4. They have successfully completed the training program developed by the Assessment Committee and complied with the annual Continuing Professional Development requirements of the Assessment Committee.

Assessors shall, prior to undertaking any assessment:

1. Disclose if the applicant is known to them, and if so exclude themselves from any consideration of the application.
2. Declare any conflict of interest in considering applications.

Assessors shall, on completion of any assessment complete a declaration, stating that the assessment has been carried out in accordance with these By-Laws.

3.17 Assessment Committee

The Assessment Committee administers the accreditation program under these By-Laws. The composition of the Assessment Committee shall consist of the Registrar and three Assessors appointed by the Professional Engineers Division Committee. The Assessment Committee shall:

1. Ensure that the Guidelines as published in these By-Laws are continually updated and remain best practice against domestic and international standards.
2. Maintain and publish a Roll of Professional Engineers registered under the scheme.
3. Produce induction materials for Assessors and conduct testing against those induction materials with those Assessors. These materials shall include matters which relate to these By-Laws, their operation and all relevant legislative requirements.
4. Prepare Continuing Professional Development activities to be completed by Assessors on an annual basis.
5. Prepare all materials necessary for the conduct of assessment, application and appeal, in particular the Guidelines and Appendices to these By-Laws.
6. Ensure the quality and competence of Assessors.
7. Provide and maintain a centralised recording mechanism for continuing professional development,.
8. Ensure all applications for registration are responded to within four weeks of receipt and that all applications are assessed within eight weeks of receipt unless varied by notifying the applicant in relation to barriers to the processing of the application.

3.18 Conflict between By-Laws

Where there exists a conflict between these By-Laws and the Professionals Australia By-Laws, the Professionals Australia By-Laws shall prevail. For registration with a state body the By-laws of the respective state body will prevail.

4. Guideline. Common requirements for accreditation

These Guidelines highlight the eligibility criteria used by Professionals Australia in the assessment of applicants who are applying for accreditation. For each discipline in which Professionals Australia provides registration services, examples of experience common in that field of engineering that may be used toward registration are provided, however these are not exhaustive or comprehensive. Professionals Australia understands many other examples from specialist areas exist in addition to those presented. Thus, other examples of work experience shall be considered in the assessment of RPEng accreditation.

4.1 Eligibility Criteria for Registration

In order for a person to be recommended for registration they must satisfy the requirements of clause 3.6 of the By-laws.

4.2 Continuing Professional Development

Applicants are expected to have undertaken a breadth of Continuing Professional Development (CPD) activities. Continuing professional development may include:

- a) **Formal Postgraduate education** – Formal postgraduate education aligned to your work which can attract an award on completion from a higher education institution. This may include individual units of postgraduate study, which may be on or off campus and can include lectures, tutorials, lab work, research, and must involve some form of assessment
- b) **External or Employer provided training** - Education provided by your employer or by a provider that is not a higher education provider but that aligns with your work or profession
- c) **Professional participation** – Attendance at a conference or technical society meeting. Activities associated with the applicant's contribution to the profession such as acting as a mentor, as an assessor for an engineer registration scheme, serving on a board or committee related to the profession of engineering can be considered
- d) **Presentations** - Presenting at a conference or meeting outside of normal employment aligned to your work and profession and can include presentation and preparation of material
- e) **Workplace/on the job training** – Workplace learning involving theories, concepts, practices, that extend your knowledge. Normal work activities using current knowledge cannot be claimed
- f) **Published works** – Producing a published paper for a university, conference, engineering organisation relevant to the profession, can include research and preparation
- g) **Private study** - Extension of your knowledge of legislation, regulations, codes, standards, practices and processes through work or private study

Please refer to Professionals Australia's Continuing professional development Practice Notes for comprehensive notes detailing the expectations and eligibility criteria for acceptable CPD.

Career break consideration - in circumstances of career breaks, reduced or part-time work applicants must still provide evidence of 150 hours of professional development however, the Assessment committee is prepared to exercise discretion in regard to the limits imposed in the various categories and/or extend the period of time in gaining the 150 hours by the period of the break(s) in practice to no more than 5 years.

4.3 Application and Assessment

4.3.1 Application

Applicants must prepare and submit a written proposal comprising:

1. An Application form,
2. A certified copy of your eligible engineering qualification (Bachelor degree or other historically or internationally recognised equivalent or higher qualification),
3. Record of engineering work experience. This may be your detailed curriculum vitae,
4. Record of Continuing Professional Development activities and hours, which demonstrates that you have performed a total of 50 hours over the past 12 months leading up to your application. You may be asked to support these claims using copies of certificates from short courses and/or copies of academic transcripts from postgraduate study. An Assessor will review all claims made Do not send original documents,
5. Names and telephone numbers of three professional referees whom Professionals Australia can contact in order to verify your engineering work experience.

A representative from Professionals Australia shall contact you within four weeks of your proposal submission in order to provide an overview of the assessment process and to answer any questions you may have.

4.3.2 Assessment

Initially your curriculum vitae and record of continuing professional development shall be reviewed and assessed by Professionals Australia. Your professional referees shall then be contacted to verify your work experience detailed in your curriculum vitae. You may need to attend an interview with a Professionals Australia Assessor in order to be granted RPEng accreditation.

Please allow between four to eight weeks for the assessment process. This time may be longer depending on the availability of your referees.

5. Guideline. Civil Engineering: RPEng (Civil)

Civil engineers are fundamental to the planning, designing, construction, operation and maintenance of key infrastructure such as buildings, airports, factories, roads, bridges, railways, transportation systems, dams, sewerage, harbours, canals and dockyards (DEEWR 2013).

Work Experience – Civil Engineer

Applicants shall have a minimum of five years' work experience, as a civil engineer, in areas such as:

- Plan, design and supervise the building of roads, bridges and railways to ensure vital transportation infrastructure.
- Adhere to applicable processes and practices to ensure realisation of civil infrastructure and services.
- Evaluate civil design solutions against the requirements of original specifications.
- Interpret and apply Australian Building Codes and relevant Australian Standards during the design of civil infrastructure.
- Participate in detailed engineering design involving mathematical calculations, writing of specifications and drafting of drawings specific to major civil infrastructure.
- Plan, design and oversee the construction of high-rise buildings, apartments, stadiums, shopping complexes, airports, hospitals and entertainment centres.
- Maintenance management of existing harbours, canals, dockyards and airports.
- Perform computer-simulated modelling and analyse resultant data on behaviour of key components and systems used in civil works.
- Supervise para-professionals, technicians and construction workers during the implementation of civil engineering projects.
- Assess condition of existing civil infrastructure and write reports highlighting recommendations on safety, maintenance, refurbishment, remaining life expectancy and demolition.
- Application of technology and scientific principles in regard to research, planning, modelling, functional design, implementation, operation, policy development and management of facilities for the safe and effective movement of people and goods, storm water management and waste management.
- Write plans, standards, procedures, work instructions and forms.
- Plan and carry out demolition of old buildings using implosion.
- Review and propose amendments to Australian Building Codes and relevant Australian Standards.
- Specify, evaluate and purchase engineering products and services.
- Improve existing engineering products, processes and services.
- Create an awareness of new civil technology and where applicable, attain intellectual property rights.
- Liaise with mechanical, structural and electrical engineers to ensure optimum integration of civil infrastructure with other services.
- Liaise with project stakeholders such as clients, end-users, contractors, suppliers and government agencies to facilitate effective and efficient communications.
- Listen carefully to project clients and sponsors in order to gain an understanding of requirements that feed into the engineering design process.
- Undertake geotechnical investigations, design and construction of civil infrastructure such as earthworks, dams, retaining walls and foundations
- Apply technology, scientific and engineering principles to the research, planning, modelling functional design, implementation, operation, policy development and management of facilities for stormwater, waste facilities and for the safe and effective movement of people and goods.

(AusIMM 2013, DEEWR 2013, Engineers Australia 2013, IBISWorld 2012, IET 2013).

6. Guideline. Information Technology & Telecommunications: RPEng (IT&T)

Information/Telecommunications professionals develop, modify, test and support computer software, hardware and communication technologies. Their work may encompass software applications, databases, websites, mission critical systems, networks, servers, personal computers and peripheral devices (IBISWorld 2013). A vast number of roles are covered by RPEng accreditation in information and telecommunications. These include communications engineer, network engineer, software engineer, computer systems engineer, systems engineer, analyst programmer and software architect.

Work Experience

Applicants shall have a minimum of five years' work experience, as an information technology/telecommunications professional, in areas such as:

- Research and develop antennas, waveguides and satellite dishes.
- Research and develop wireless and cable communications systems.
- Research and develop digital signal processing technologies ensuring faster data transfer rates and higher quality voice communications.
- Review existing wireless and cable communications services used by business and draft reports recommending alternate products in order to improve the level of service at a lower cost.
- Interpret client documentation and prepare hardware requirements specifications for use by hardware engineers.
- Design computer and communications systems based on the functional requirements detailed in hardware requirements specifications.
- Review existing computer hardware and software infrastructure within companies and propose new systems in order to gain competitive advantages through automation, productivity and process streamlining.
- Develop and test mission-critical systems composed of hardware and software.
- Interpret client documentation and prepare software requirements specifications for use by software engineers.
- Draft and apply waterfall models, spiral models, Nassi-Schneiderman models, use case diagrams and activity flow diagrams in the development of software applications.
- Design software applications based on the functional requirements in software requirements specifications.
- Install, configure and develop database systems and front end applications to satisfy the information management needs of businesses.
- Adhere to applicable processes and practices to ensure realisation of information technology products and services.
- Evaluate information technology and telecommunications design solutions against the requirements of original specifications.
- Specify, evaluate and purchase information technology and telecommunications products and services.
- Improve existing information technology and telecommunications products, processes and services.
- Create an awareness of new technology and where applicable, attain intellectual property rights.
- Analyse and automate paper-based business processes in order to achieve increases in productivity and reductions in costs.

(AusIMM 2013, DEEWR 2013, Engineers Australia 2013, IBISWorld 2012, IET 2013).

7. Guideline. – Management: RPEng (Mgt)

The Management discipline of RPEng accreditation is available to those with qualifications in any field of engineering who satisfy the additional requirements listed for RPEng (Mgt). Typically, as a result of their career progression, these engineers may be less involved in the technicalities of their original discipline and more involved in staff management, strategy and business operations (AusIMM 2013).

Work Experience

Engineering applicants shall have a minimum of five years' work experience, as a manager, administrator and/or supervisor, in areas such as:

- Draft company vision and mission to provide strategic objective, organisational purpose and direction for the business. Ensure all employees understand how their role and daily activities fit into the company vision and mission.
- Establish and maintain an organisational culture that is caring, friendly and supports diversity in order to improve the reputation of engineering as a profession.
- Involvement in business decision making in the capacity of an executive or non-executive member of an engineering firm's board of directors.
- Determine, evaluate and incorporate the critical success factors related to your industry and company.
- Devise and implement strategy at an alliance/partnership, corporate, operating unit or functional department level.
- Partake in business development and marketing functions of engineering firm.
- Identify and subsequently commence business activities in new growth areas of engineering.
- Assess the product and service needs of various market segments, and write marketing strategies.
- Evaluate and understand the threat of new entrants, industry rivalry, use of substitutes, supplier power and buyer power.
- Perform SWOT, PESTEL, gap, competitor, cost-benefit, financial ratio and trend analysis.
- Write proposals for projects involving the delivery of civil, mechanical, structural and/or electrical engineering services.
- Assess project financial net value to the business in order to determine whether the project is a good investment option.
- Assess the initial investment cost and forecast investment cash flow returns in relation to the procurement of new equipment, machinery and plant.
- Assess the budget and human resource requirements of projects.
- Liaise with Chartered Accountants (CA) or Certified Practising Accountants (CPA) during preparation of half-yearly and annual financial reports: balance sheet, income statement, cash flow statement and statement of changes in owners' equity.
- Liaise with Chartered Accountants (CA) or Certified Practising Accountants (CPA) during evaluation of the financial performance of a company by combined interpretation of balance sheet, income statement, cash flow statement and statement of changes in owners' equity.
- Perform project risk assessments.
- Manage multi-disciplined project teams delivering civil, mechanical, structural and/or electrical services.
- Provide project management services in order to deliver projects on time, to budget and to required quality standards.
- Carry out project management activities involving scope of work, key stakeholders, schedules, resources, deliverables, costs and quality.
- Assess and gather the necessary resources required to provide products, processes and services.
- Draft reports, studies, tenders, procedures, work instructions, forms, letters of correspondence and minutes of meetings.
- Learn from feedback on products, processes and services in order to improve best practices.
- Manage the daily business operations of engineering departments and companies encompassing the functions of research, development, production, quality management, information technology, and maintenance.

- Establish and maintain quality systems accredited to ISO 9000 and/or EFQM in order to ensure continuous improvement.
- Interpret, negotiate, agree on and administer contracts.
- Lead and manage work teams.
- Appraise the performance of teams and individuals in order to identify the need for training and development.
- Contribute to the training and development of staff.
- Prepare and present seminars to managerial and technical audiences.
- Identify, develop, implement and maintain systems to safeguard health, safety and wellbeing.
- Evaluate costs and benefits of systems necessary for health, safety and wellbeing.
- Evaluate costs and benefits of systems necessary to protect the environment.
- Carry out environmental risk and impact assessments.
- Establish and maintain environmental management systems (ISO 14000).
- Create an awareness of new technology and where applicable, attain intellectual property rights.

(AusIMM 2013, DEEWR 2013, Engineers Australia 2013, IBISWorld 2012, IET 2013).

Additional qualifications

Applicants for accreditation in the management discipline must provide additional information to support their application. You should provide:

1. A certified copy of your management qualifications[s] as details as requirement under Clause 3.6; and
2. Evidence of CPD in engineering and management areas.

8. Guideline. - Mechanical Engineering: RPEng (Mech)

Mechanical engineers are those engineering professionals who plan, design, install, operate and maintain mechanical machines and systems that may include cranes, weigh bridges, lifts, conveyors, air conditioning plants, production plants, ventilation systems, lathes, hoppers, pipelines and wind turbines, and manufacturing systems. (DEEWR 2013).

Work Experience

Applicants shall have a minimum of five years' work experience, as a mechanical engineer, in areas such as:

- Plan, design and supervise the manufacture and installation of cranes, weighbridges, lifts, conveyors, air conditioning plants, production plants, robotics, ventilation systems, lathes, hoppers, pipelines and wind turbines.
- Maintenance management of existing mechanical plant and equipment.
- Interpret and apply relevant Australian legislation, Australian Standards and International Standards during the design of mechanical systems.
- Participate in detailed engineering design involving application of theory, mathematical calculations, writing of specifications and drafting of mechanical drawings specific to mechanical components, machinery and plant.
- Perform computer-simulated modelling and analyse resultant data on reaction of key mechanical systems subjected to loads and natural forces.
- Adhere to applicable mechanical engineering processes and practices to ensure realisation of products and services.
- Evaluate mechanical design solutions against the requirements of original specifications.
- Supervise para-professionals, technicians and mechanical tradespeople during the manufacture and installation of mechanical systems.
- Assess the condition of existing mechanical machinery and write reports highlighting recommendations on safety, maintenance, remaining life expectancy and replacement.
- Write plans, standards, procedures, work instructions and forms.
- Review and propose amendments to relevant Australian legislation, Australian Standards and International Standards.
- Investigate and document the causes of mechanical failure, and provide subsequent recommendations on how to eliminate future occurrences of failure.
- Specify, evaluate and purchase engineering products and services.
- Improve existing engineering products, processes and services.
- Create an awareness of new mechanical technology and where applicable, attain intellectual property rights.
- Liaise with civil, structural and electrical engineers to ensure optimum integration of mechanical systems with other services.

(AusIMM 2013, DEEWR 2013, Engineers Australia 2013, IBISWorld 2012, IET 2013).

9. Guideline. – Structural Engineering: RPEng (Struc)

Structural engineers undertake the activities of design, installation, test and maintenance of the framework used in buildings, bridges, towers, cranes, tunnels, sound shells, and various plant (DEEWR 2013).

Work Experience

Applicants shall have a minimum of five years' work experience, as a structural engineer, in areas such as:

- Plan, design and supervise the construction of structural framework for buildings, bridges, tunnels or railways.
- Plan, design, manufacture and test the structural framework of motor vehicles, ships and aircraft.
- Design and maintain mobile and fixed cranes.
- Interpret and apply relevant Australian legislation, Australian Standards and International Standards during the design of structures.
- Participate in detailed engineering design involving application of theory, mathematical calculations, writing of specifications and drafting of structural drawings specific to major civil infrastructure.
- Adhere to applicable structural engineering processes and practices to ensure realisation of products and services.
- Evaluate structural design solutions against the requirements of original specifications.
- Maintenance management of existing framework used by bridges, jetties, cranes, storage tanks and towers.
- Perform computer-simulated modelling and analyse resultant data on reaction of key structural systems subjected to loads and natural forces.
- Supervise para-professionals, technicians and construction workers during the fabrication and installation of structural systems.
- Assess the condition of existing structures and write reports highlighting recommendations on safety, maintenance, remaining life expectancy and replacement.
- Write plans, standards, procedures, work instructions and forms.
- Review and propose amendments to relevant Australian legislation, Australian Standards and International Standards.
- Investigate and document the causes of major structural failure, and provide subsequent recommendations on how to eliminate future occurrences of failure.
- Specify, evaluate and purchase engineering products and services.
- Improve existing engineering products, processes and services.
- Create an awareness of new structural technology and where applicable, attain intellectual property rights.
- Liaise with civil, mechanical and electrical engineers to ensure optimum integration of structural systems with other services.

(AusIMM 2013, DEEWR 2013, Engineers Australia 2013, IBISWorld 2012, IET 2013).

10. Guideline. – Electrical Engineering: RPEng (Elec)

Electrical engineers are professionals that undertake design, construction, commissioning and maintenance of electrical systems and machines used in power generation, electricity distribution, communications, process control, manufacturing and lighting applications (DEEWR 2013).

Work Experience

Applicants shall have a minimum of five years' work experience, as an electrical engineer, in areas such as:

- Design, install, maintain and operate equipment and systems used in large electrical power generation plant in connection with coal-fired and hydro-type power stations.
- Manage the processes applicable to ensure the safe, stable, reliable and economic generation of electrical energy using conventional and/or renewable methods.
- Design, install, maintain and operate equipment and systems used in the transmission and distribution of electricity across Australia's electricity network.
- Manage the processes applicable to ensure the safe, reliable and economic transmission and distribution of electrical energy across Australia's electricity network.
- Interpret and apply relevant Australian Standards and international standards during the design of electrical systems and components.
- Review and propose amendments to relevant Australian Standards and international standards.
- Oversee the installation, commissioning and maintenance of generators, turbines, electrical drives, motors, transformers, bus bars, switchboards and control systems.
- Design electrical systems consisting of main switchboards, distribution boards and electrical cabling.
- Design and maintain lighting systems for office complexes, shopping centres, hospitals, stadiums, train stations, roadways, airfields and tunnels.
- Design and maintain electrical signalling for railways.
- Design and oversee the manufacture of electrical components and electronic systems.
- Installation and programming of SCADA and PLC systems to ensure control of process plant and assembly lines.
- Participate in detailed engineering design involving application of theory, mathematical calculations, writing of specifications and drafting of drawings specific to electrical components, cables, systems and major electrical engineering infrastructure.
- Adhere to applicable electrical engineering processes and practices to ensure realisation of products and services.
- Evaluate electrical design solutions against the requirements of original specifications.
- Write plans, standards, procedures, work instructions and forms.
- Investigate and document the causes of major electrical failure, and provide subsequent recommendations on how to eliminate future occurrences of failure.
- Specify, evaluate and purchase engineering products and services.
- Improve existing engineering products, processes and services.
- Create an awareness of new electrical and electronic technology and where applicable, attain intellectual property rights.
- Liaise with civil, mechanical and structural engineers to ensure optimum integration of electrical systems with other services.

(AusIMM 2013, DEEWR 2013, Engineers Australia 2013, IBISWorld 2012, IET 2013).

11. Guideline. – Chemical Engineering: RPEng (Chem)

Chemical engineers apply the principles of chemistry, biology, physics, and mathematics to solve problems that involve the production or use of chemicals, fuel, pharmaceuticals, food, and similar complex manufacture products. They design processes and equipment for large-scale manufacturing, plan and test methods of manufacturing products and treating by products, and supervise production.

Modern chemical engineering is also concerned with pioneering valuable new materials and techniques, such as nanotechnology, fuel cells and biomedical engineering.

Work Experience

Applicants shall have a minimum of five years' work experience, as a chemical engineer, in areas such as:

- Developing new and/or improve existing processes to create better quality, more efficient or environmentally sound manufacturing processes and materials, or improving uses for existing materials
- Designing methods and equipment to control and contain the processes that transform basic materials into useful products
- Evaluate equipment and processes to ensure compliance with safety and environmental regulations
- Conduct studies into the hazards of operation of complex and large scale manufacturing plants and develop safe operating methods and mitigations
- Ensuring the safe, efficient and environmentally sound operation of equipment and test products at various stages of production to check their quality
- Develop layout plans, production line balances and specifications for new production plants, taking into account available technology, the cost and size of equipment and storage space, market requirements, transport methods and disposal of surplus substances
- Identifying faults in the day-to-day operation of process plants (such as oil refining, steel making and water treatment) and take corrective action
- Bioprocess engineering involving pharmaceuticals and the food and drink industries
- Chemical process engineering involving the fertiliser industry, pesticides and herbicides, caustic soda, glass and specialty chemicals
- Combustion, involving large industrial furnaces such as those for steel manufacture or power generation from coal or gas
- Petrochemical engineering involving the conversion of oil and gas into plastics, synthetic rubber and similar end uses
- Project delivery involving the construction of a process plant and converting design into an efficient, safe operating plant
- Process control engineering involving the instrumentation and control systems, enabling a manufacturing process to run smoothly, safely and efficiently
- Petroleum engineering involving the production of oil, gas and LPG from onshore and offshore fields

12. Guideline – Geotechnical Engineering: RPEng (Geotech)

Geotechnical engineers undertake the activities of site investigation, laboratory testing, supervision, data interpretation, analysis, design and monitoring for foundations, slopes, retaining structures, embankments, roadways, tunnels, levees, wharves, landfills, mines, nearshore/offshore oil and gas structures and other systems that are made of or are supported by soil or rock. (DEEWR 2013, AusIMM 2013).

Work Experience

Applicants shall have a minimum of five years' work experience, as a geotechnical engineer, in areas such as:

- Plan, design, specify and supervise/overview the construction of geotechnical works for roads, railways, bridges, buildings, tunnels, airports, levees, ports, landfills, mines or oil and gas structures.
- Develop and evaluate geotechnical investigation programmes based on project scope, site history analysis and needs by other design disciplines.
- Perform geotechnical field and laboratory tests by directing field investigation programmes and monitoring contractors to conduct tests.
- Analyse geotechnical data and report on classification and evaluation of subsurface conditions.
- Develop geotechnical design and analytical models.
- Derive design parameters for geotechnical materials and structures.
- Participate in engineering design by empirical, analytical, numerical and physical modellings utilising field and laboratory test results and available data, regarding:
 - bearing capacity,
 - foundation type, depth and dimensions,
 - allowable soil bearing pressures,
 - potential settlement,
 - slope stability,
 - excavations,
 - tunneling,
 - geotechnical risk assessment,
 - retaining systems,
 - ground improvement,
 - dewatering/drainage,
 - floor support,
 - pavement evaluation and design,
 - site preparation,
 - earthworks, including geomaterial specification and usage,
 - liquefaction potential,
 - seismic hazards,
 - ground response to seismic forces,
 - foundation response to cyclic loading,
 - foundation response to long term sustained loading,
 - ground water problems; seepage,
 - geoenvironmental hazards
 - underpinning, and
 - other geotechnical issues and problems.

- Liaise with civil, structural, chemical, durability, environmental and mechanical engineers to identify risks and ensure integration of foundation systems with other design areas.
- Recommend practical geotechnical solutions to reduce the risk.
- Design and evaluate instrumentation programmes to monitor settlement, displacement, porewater pressure, ground water variations, and stress and strains in foundation structures.
- Supervise installation and maintenance of site instrumentation and data collection systems.
- Collect monitoring data, analyse and report trends.
- Verify design assumptions during construction.
- Develop and advise on remedial actions upon identifying geotechnical risks from monitoring data.
- Supervise para-professionals, technicians and construction workers during the fabrication and installation of foundation systems.
- Assess the condition of existing foundations and write reports highlighting recommendations on safety, maintenance, remaining life expectancy and remedial actions.
- Write plans, standards, specifications, procedures, work method statements, work instructions and forms.
- Review and propose amendments to relevant Australian legislations, Australian Standards and International Standards.
- Investigate and document the causes of geotechnical failure, and provide subsequent recommendations on how to eliminate future occurrences of failure.
- Specify, evaluate and purchase geotechnical engineering products and services.
- Perform and publish research to develop new geological/geotechnical theories, methods and approaches to project investigation, evaluation, design, construction, closure and rehabilitation.
- Improve existing geotechnical engineering products, processes and services.
- Create an awareness of new geotechnical technology and where applicable, attain intellectual property rights.

(AusIMM 2013, DEEWR 2013, Engineers Australia 2013, IBISWorld 2012, IET 2013).

13. Guideline – Environmental Engineering: RPEng (Enviro)

Environmental engineers use the principles of engineering, soil science, biology, and chemistry to develop solutions to environmental problems. They are involved in efforts to improve recycling, waste disposal, public health, and water and air pollution control. They also address global issues, such as unsafe drinking water, climate change, and environmental sustainability.

Work Experience

Applicants shall have a minimum of five years' work experience, as an environmental engineer, undertaking the following types of activities:

- Prepare, review, and update environmental investigation reports.
- Design projects leading to environmental protection, such as water reclamation facilities, air pollution control systems, and operations that convert waste to energy.
- Obtain, update, and maintain plans, permits, and standard operating procedures.
- Provide technical support for environmental remediation projects and for legal actions.
- Analyse scientific data and do quality-control checks.
- Monitor the progress of environmental improvement programs.
- Inspect industrial and municipal facilities and programs to ensure compliance with environmental regulations.
- Advise corporations and government agencies about procedures for cleaning up contaminated sites.

Environmental engineers conduct hazardous-waste management studies in which they evaluate the significance of the hazard and advise on treating and containing it. They also design systems for municipal and industrial water supplies and industrial wastewater treatment, and research the environmental impact of proposed construction projects. Environmental engineers in government develop regulations to prevent mishaps.

Some environmental engineers study ways to minimize the effects of acid rain, global warming, automobile emissions, and ozone depletion. They also collaborate with environmental scientists, planners, hazardous waste technicians, engineers, and other specialists, such as experts in law and business, to address environmental problems and environmental sustainability.

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Appendix A: Code of Ethics

Our code of ethics demonstrates Professionals Australia members' responsibility and commitment to society and professional engineering. The code of ethics is not a behavioural guide or rulebook. It provides the foundations of an ethical culture, sets ethical benchmarks and inspires society's confidence in Professionals Australia members.

Registered Professional Engineers of Professionals Australia shall:

- At all times further the standing of the engineering profession through conducting themselves with professionalism and by displaying integrity, diligence and decency.
- Uphold the safety, health and wellbeing of the community.
- Practice solely in their areas of competence and communicate to relevant stakeholders when the scope of work falls outside their area of competence.
- Understand the environmental impact of their engineering services and adhere to environmentally sustainable practices.
- Provide engineering services beneficial to the economy.
- Communicate honestly and clearly to their employers and clients in relation to safety, risk, cost, time, fitness for purpose, quality, reliability, environmental impact and economic benefit.
- Put foremost the interests of public safety when there is a conflict of interest between the interests of the public and the instructions of your employer.
- Bring evidence of poor public and private decision-making to light to authorities or the public more generally when compelled by poor practice, instruction or negligence.
- Continue professional development in their chosen areas of competence and remain informed of major changes within their industry.
- Provide mentoring and training to ensure knowledge and skills are transferred to others.
- Not behave in a manner that would damage the reputation of themselves and others.
- Report unlawful/unethical behaviour and conflicts of interest.
- Promote ethical behaviour.
- Comply with relevant Government legislation and regulations.
- Abide by the rules of disclosure and use of classified information.
- Not misuse company, public and private property.