

IEK – AGRICULTURAL ENGINEERING PI DOCUMENTS FORMAT

COVER PAGE:

INSTITUTION OF ENGINEERS OF KENYA

TRAINING AND EXPERIENCE REPORT

SUBMITTED TO THE INSTITUTION OF ENGINEERS OF KENYA IN PARTIAL
FULFILLMENT OF THE REQUIREMENTS FOR TRANSFER OF CLASS TO
CORPORATE MEMBER

BY

NAME:

QUALIFICATIONS (eg BSC Agric Engineering)

EBK No.XXX, IEK No. XXX

MONTH, YEAR

DECLARATION

I hereby declare that this report gives true details of the work I have carried out in the course of my training and experience.

Signed:

Candidate's Name:

Qualifications (BSc.....)

EBK No. B.XXX, IEK No. G.XXX

Date:

CERTIFICATION

I certify that this report gives true details of the candidate's training and experience.

Signed:

Supervisor's Name:

Qualifications (BSc.....)

EBK No.XXXX, IEK No. XXXX

Date:

1.0 TRAINING AND EXPERIENCE REPORT TEMPLATE

The report should be broken down into the following sections

- Bio – Data
- Summary of employment and responsibilities;
- Summary of training and experience;
- Details of training and experience;

1.1 Bio – Data

- Includes date of birth
- Schools attended and grades obtained upto university level

1.2 Summary of employment and responsibilities;

This is a summary of employment record clearly stating responsibilities assigned in chronological order starting from current to last, in table form.

- Period (January to June, 2010);
- Employer;
- Position (say, Agricultural Engineer)
- Responsibilities

Example:

May 2001 to date GIBB (EASTERN AFRICA) LIMITED.

Irrigation Engineer

Responsibilities include:

- Design and supervision of civil engineering projects, including preparation of related drawings, particularly in the irrigation sector
- Preparation of contract documents and any other related documents
- Performance of any other duties falling under the operational portfolio of the company
- Supervision of employees/students ~~who may be~~ placed under ^{my} guidance
- Carrying out fieldwork in countries in the region
- Supervision of construction activities ⁱⁿ countries in the region

1998 to May 2001 HORTICULTURE AND TRADITIONAL FOOD CROPS DEVELOPMENT PROJECT (HTFCDP), MINISTRY OF AGRICULTURE - ADB/GOK.

Project Irrigation Engineer

Project Irrigation Engineer, Horticulture and Traditional Food Crops Development Project (HTFCDP), Ministry of Agriculture, Nairobi. My responsibility was the planning and implementation of the Irrigation and Infrastructure component of the project covering:

- Preparation of implementation guidelines, outlining areas of participation for the involved parties
- Planning and supervision for all surveys/investigations
- In charge of all design activities for the irrigation infrastructure

1.3 Summary of training and experience by project / activity

This best presented in tabular format and should include the following:

| Period | Activity/Project | Supervisor | Duration in months (Time Inputs) | | |
|--------------|------------------|------------|----------------------------------|--------|-------------|
| | | | Planning / Investigations | Design | Supervision |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

1.4 Summary of time spent

| S/No | Activity | Period in months |
|--------------|------------------------------|------------------|
| 1 | Planning / investigations | |
| 2 | Design / workshop practice | |
| 3 | Supervision / Implementation | |
| 4 | Operations and maintenance | |
| 5 | Postgraduate training | |
| TOTAL | | |

1.5 List of courses attended

In this part the candidate should list down some of the relevant courses attended during the period of training and experience'

2.0 Detailed training and experience

This section presents in detail the various assignments carried out and the candidate's specific responsibilities presented in inverse chronological order starting from the current to the first date of employment

| Period | Details of training and experience |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Eg: Sept 2005 to July 2006 | Employer: Project name: Supervisor: Position: Responsibilities: Challenges encountered and solutions offered |
| | |

3. Include current organogram showing name and position of the candidate in the organizations administrative structure. This is to demonstrate the level of responsibility of the candidate in the firm as an engineer.

4. Report should not include any attachments, eg certificates, photos etc

5. The report should be neatly bound preferably spiral for legibility and storage. The font should be Times New Roman 12 pt single spacing. The table fonts may be reduced to 10pt Times New Roman.

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PART 2:

DESIGN REPORT/PROJECT REPORT/TECHNICAL REPORT

COVER PAGE:

INSTITUTION OF ENGINEERS OF KENYA

PROJECT REPORT/DESIGN REPORT ON

SUBMITTED TO THE INSTITUTION OF ENGINEERS OF KENYA IN
THE PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE
TRANSFER TO CORPORATE MEMBER

BY

Name:.....

QUALIFICATIONS (BSc)

EBK No.XXX , IEK No. XXXX

Month , Year.

PAGE 2:

DECLARATION

I hereby declare that this project report was prepared by me on a project that I carried out in the course of my duties.

Signed:.....

Name:

Qualifications (BSc.....)

EBK No. XXXX, IEK No.XXX

Date:.....

CERTIFICATION

This is to certify that this project was prepared by the candidate (Name..), for the project that he/she carried out in the course of his/her duties **under my supervision**.

Signed:.....

Supervisor's Name:

Qualifications (BSc.....)

EBK No.XXX, IEK No.XXX

Date:.....

MAIN BODY OF REPORT (This is mainly a guideline which can change depending on specific project)

TABLE OF CONTENTS

.....

LIST OF FIGURES

.....

LIST OF TABLES

.....

ABBREVIATION

(List all abbreviations in alphabetic order)

EXECUTIVE SUMMARY

About one page

1.0 INTRODUCTION

Provide an introduction of the project giving as much background information as possible. Background information may include location of the project, etc.

2.0 PROBLEM STATEMENT

Clearly describe the engineering problem to be solved.

3.0 OBJECTIVES

4.0 ANALYSIS OF POSSIBLE SOLUTIONS

Provide an analysis of at least two possible engineering solutions to the problem.

5.0 PREFERRED SOLUTION

Provide brief description of the preferred solution supported by data.

6.0 ANALYSIS OF THE CURRENT SITUATION

This should include all site investigations carried out.

7.0 DESIGN OF THE PREFERRED SOLUTION

Design should clearly show basic design data, design criteria and design calculations. Bulky design calculations can be placed in the appendices but should be properly referenced in the main report.

8.0 PROJECT COST

Under this section, sample quantity take-off, and Summary bills of quantities showing total estimated cost of the project should be presented. A more detailed sample bill can be presented as an appendix.

9.0 PROJECT EVALUATION

Financial and economic analysis where applicable should be presented in summary

10.0 PROJECT ORGANIZATION AND MANAGEMENT

11.0 ENVIRONMENTAL AND SOCIAL IMPACT ASPECTS

12.0 IMPLEMENTATION

The candidate should clearly state the current status of the project

13.0 CONCLUSION

REFERENCES

APPENDICES

- Sample detailed BOQ
- Drawings, photos, etc
- Drawings should be properly prepared standard engineering drawings with a title block and appropriately signed and dated.