# Training & Experience Regulations

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1. **Chartered Member**

1.1 **Regulations for election or transfer to the grade of Chartered Member as ‘Chartered Chemical Engineer’**

**Introduction**

1.1.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for Chartered Chemical Engineer against Standards laid down by IChemE, and the registration of individuals under those Standards.

1.1.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

1.1.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

1.1.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

1.1.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

1.1.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

**Competence and Commitment**

1.1.7 IChemE may register as a Chartered Member hereafter described as Chartered Chemical Engineer, any person who has demonstrated the competence and commitment appropriate to this registration category.

1.1.8 Competence and commitment will be developed through a combination of: underpinning knowledge and understanding, generally acquired through educational programmes; professional development and experience. These elements, or parts of them, may be integrated or undertaken simultaneously.

1.1.9 IChemE will adopt standards of competence and commitment, set out in a general Standard (derived from the generic standards of competence and commitment for Chartered Engineers, provided by Engineering Council, eg *The UK Standard for Professional Engineering Competence (UK-SPEC)*), which can be assessed objectively and which relate to the technologies and applications of chemical and process engineering. IChemE will define a standard template Competence and Commitment Report for the determination of whether evidence provided by applicants meets standards. In principle, therefore, every Chartered Chemical Engineer is also registrable with the Engineering Council at the time of first election or transfer to the grade.

1.1.10 IChemE may maintain special arrangements for dealing with applicants professionally qualified in nations signatory to the Engineering Council’s reciprocal arrangements, those covered by the EU’s Directives on Mutual Recognition of Professional Qualifications.
Assessment of Competence and Commitment

1.1.11 All applicants for registration, in any registration category, shall have their competence and commitment assessed through a Professional Review, conducted by IChemE. The assessment will be against the competence and commitment standards developed by IChemE under paragraph 1.1.9 above. The decision whether or not to accept an applicant for registration shall be made by IChemE’s Professional Formation Forum or other Committee responsible under the delegated authority of Qualifications Committee for this register, on the basis of the reports from the Professional Review assessors. The decision making process including recommendations, decisions, justifications, feedback and moderation must be documented, transparent and auditable.

1.1.12 The Professional Review shall include three components:

- uptake of references;
- a review of (attested) documentary evidence; and
- an interview.

IChemE maintains the discretion to add other components to the Professional Review.

1.1.13 The interview shall be obligatory for all applicants.

1.1.14 Applicants shall submit evidence in support of their application in a format to be determined by IChemE. This evidence shall include details of:

- educational record and possession of exemplifying or other academic qualifications;
- possession of professional qualifications and current registrations;
- structured or other professional development;
- areas of accountability for the exercise of engineering and technical judgement in the field of chemical engineering;
- understanding of process safety, engineering, financial and sustainability implications of decisions taken;
- an action plan for future professional development; and
- their role of responsibility within the field of chemical engineering.

1.1.15 The interview shall be conducted by two suitably qualified and trained interviewers. They shall, normally, both be Chartered Chemical Engineers with substantial experience in the chemical engineering discipline and shall both hold a recognized professional engineering qualification recognized by IChemE. Both must be Chartered Engineers and at least one must be a Chartered Member of IChemE. All reasonable steps in the selection of interviewers will be taken to ensure that potential conflicts of interest are avoided.

1.1.16 The interview shall normally be conducted in English. The interview may be conducted face to face, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

1.1.17 Assessors and interviewers shall complete a summary e-report with a recommendation for each applicant. The report shall cover the competence and commitment standards and reflect the interviewers’ professional judgement of whether the required competence and commitment, in chemical engineering, has been demonstrated.

1.1.18 IChemE’s Professional Formation Forum is responsible for Chartered Chemical Engineer elections and shall consider the report(s) from Professional Review, and shall decide whether to confirm the recommendation. The Professional Forum’s decisions shall be recorded.
1.1.19 The applicant shall be informed of the outcome and, if the application has been unsuccessful, shall be advised upon appropriate action to help address deficiencies. Actions may include deferral, re-interview, and rejection.

1.1.20 IChemE shall have an appeals procedure available to unsuccessful applicants.

**Underpinning knowledge and understanding**

1.1.21 The knowledge, understanding and skills to underpin performance are an essential component of competence. The requirements for election to Chartered Chemical Engineer and Chartered Engineer registration shall be exemplified by particular educational qualifications, as either:

- an IChemE accredited ‘M-Standard’ degree; accredited Engineering Doctorate
- or,
- equivalent qualification(s)

1.1.22 Graduates with a ‘B-Standard’ degree will normally need to provide evidence of further learning to the equivalent of an ‘M-Standard’ degree. This further learning can be achieved through completion of a relevant postgraduate (second cycle) degree such as an MSc accredited at the ‘F-Standard’, a ‘Further Learning to Masters’ route degree or career based experience.

1.1.23 Definition of M-, F- and B-Standards shall be found within separate documentation, eg *Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).*

**Assessment of Applicants without Exemplifying Academic Qualifications – Technical Evidence Report Option**

(For individuals working in the field of chemical engineering who are not already qualified by IChemE, nor hold an exemplifying, or assessed by IChemE as equivalent, academic formation).

1.1.24 Applicants who do not hold the exemplifying academic qualification or equivalent (refer paragraphs 1.1.21 to 1.1.23) may submit their career history and education and training record, including any records of experiential learning, to IChemE for assessment. The necessary further knowledge and understanding shall be demonstrated through: successfully completing further qualifications, either in whole or in part, as specified by IChemE, providing additional evidence of having completed recorded work-based or experiential learning acceptable to IChemE, and submission of a technical evidence report (which is assessed as acceptable by IChemE as part of an integrated assessment of their education, training and competence in employment. Individuals must also have extended experience in a role, or roles, carrying responsibility in chemical engineering. (In most cases, we expect such experience will take several years to acquire.)

1.1.25 The initial assessment referred to in paragraph 1.1.24 above shall normally be the responsibility of a person competent to undertake the task appointed and from the Professional Formation Forum, normally a Registrar. Any delegation of functions to staff in respect of determining further learning requirements must be on the basis of clear procedures and guidance established and must be subject to internal audit.
Technical Evidence Report

1.1.26 Where self assessment, or initial assessment by IChemE, indicates that applicants are not professionally registered engineers, nor hold exemplifying academic qualification (or full equivalent) in chemical engineering, they shall submit a technical evidence report as part of their application, based upon their own project experience, describing (technically) evidence of knowledge and understanding of chemical engineering. This shall demonstrate that they have chemical engineering knowledge and understanding necessary to underpin the Standard to the same level as their peers who have followed the exemplifying academic pathways. Its content must be technical; a pure management study is not acceptable. The scope of the technical evidence report shall depend upon the applicant’s initial qualifications and any subsequent achievement in the field of chemical engineering, eg design technical evidence report, reviews for qualification as Technical Authority.

1.1.27 While the technical evidence report may include or be largely based upon technical reports or design studies written as part of the applicant’s normal employment, it must include a commentary identifying the contribution the reported work has made to the applicant’s formation and highlighting where and how chemical engineering principles have been applied to solve problems.

1.1.28 The technical evidence report shall be assessed, through a process of informed peer assessment, by a trained assessor (who must be competent to assess underpinning knowledge and understanding in the field of chemical engineering).

1.1.29 If the technical evidence report is assessed as satisfactory, then the applicant may proceed to technical interview.

Technical Interview

1.1.30 The technical interview shall be conducted by two suitably qualified and trained interviewers. They shall, normally, both be Chartered Chemical Engineers with substantial experience in the discipline, shall both hold a recognized professional engineering qualification recognized by IChemE. Normally, at least one interviewer shall be a Fellow. There is no requirement that the interviewers need to be from the same sector as the candidate because it is knowledge of application of chemical engineering principles that are being determined. All reasonable steps in the selection of interviewers will be taken to ensure that potential conflicts of interest are avoided.

1.1.31 The technical interview shall normally be conducted in English. The interview may be conducted face to face, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

1.1.32 The interviewers shall complete a summary e-report on the outcome of the technical interview with a recommendation for each applicant.

1.1.33 If the outcome of the technical interview is satisfactory the applicant can proceed immediately to Professional Review of competence and commitment. A copy of the assessment of the technical evidence report shall be made available to the Professional Review Interviewers.

While the Professional Review Interview may take place back to back with the technical report assessment interview, the two processes must be separately identified and documented. The Professional Review process shall not be complete until the technical evidence report and competence and commitment reports have been assessed. It shall not be possible for an applicant to be successful in the Professional Review if the technical evidence interview
report has been assessed as unsatisfactory. Applicants shall in all cases be advised of the result of the assessment and IChemE shall keep a record of the results.

**Initial Professional Development**

1.1.34 Initial professional development is essential in the attainment of the required competence and commitment in the field of chemical engineering. It may be self-managed or take place through structured development schemes. In either case, responsibility for managing initial professional development rests ultimately with the individual.

1.1.35 IChemE shall give appropriate information and advice to potential Chartered Chemical Engineer registrants on ways in which initial professional development may be managed and recorded, and on mentoring arrangements.

1.1.36 IChemE may provide for the assessment of a portfolio of technical chemical engineering evidence presented by an individual applicant who has progressed independently towards acquiring competence and commitment in the field.

1.1.37 IChemE may accredit or approve structured initial professional development schemes that have as primary objective attainment of Chartered Chemical Engineer registration.

1.1.38 IChemE shall develop detailed criteria and procedures which shall specify: the selection, training and approval of persons to be initial professional development accreditation assessors, and the arrangements for ensuring balance and consistency of standards among those involved; the form of the submission expected from the company or training establishment seeking accreditation; the outline programmes for accreditation visits, appropriate to the range of schemes and programmes; the detailed criteria against which the accreditation judgement will be given. These should relate to the general criteria set out in paragraph 1.1.39 below; the range of possible results from an accreditation visit; the process by which judgements and decisions are made, feedback given, and the decisions notified.

1.1.39 To be accredited, a scheme must: have clear objectives to be achieved, which demonstrably relate to the standards of competence and commitment for Chartered Chemical Engineer registration; have systems to provide formative and summative assessment against these objectives; provide certification of achievement of objectives, in a way which records evidence sufficiently for the Professional Review; have the commitment of senior and line management and be fully integrated into staff development policies; have satisfactory quality assurance arrangements.

**Continuing Professional Development (CPD)**

1.1.40 At Professional Review, all applicants for registration shall demonstrate how they have maintained their professional development and how they intend to meet their obligations to CPD.

1.1.41 IChemE shall establish and implement appropriate policies and practices for CPD, and in particular shall: recognise CPD as an integral part of its mission; establish and keep under review an appropriate policy; allocate responsibility and resources to carry out the policy; promote to registrants and employers the aims, importance and benefits of CPD achievements, contributing to business and individual success; guide and support registrants to achieve benefits from CPD; be aware of the needs of registrants within their technical discipline and related areas; encourage provision to meet the needs of members; monitor,
through an appropriate review system, the CPD of registrants; evaluate the effectiveness of the policy.

1.1.42 IChemE shall require Chartered Chemical Engineer registrants to maintain their obligations to CPD and shall require Chartered Chemical Engineer registrants to provide evidence of CPD undertaken upon request.

Code of Conduct

1.1.43 Those who successfully register as Chartered Chemical Engineer must abide by IChemE’s Code of Conduct.
1.2 Regulations for election or transfer to the grade of Chartered Member as ‘Professional Process Safety Engineer’

Introduction

1.2.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s)) for Process Safety Practitioners (eg Professional Process Safety Engineer registrants) against Standards laid down by IChemE, and the registration of individuals under those Standards.

1.2.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

1.2.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

1.2.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

1.2.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

1.2.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Competence and Commitment

1.2.7 IChemE may register as a Professional Engineer (Process Safety), hereafter described as Professional Process Safety Engineer, any person who has demonstrated the competence and commitment appropriate to this registration category.

1.2.8 Competence and commitment will be developed through a combination of: underpinning knowledge and understanding, generally acquired through educational programmes; professional development and experience. These elements, or parts of them, may be integrated or undertaken simultaneously.

1.2.9 IChemE will adopt standards of competence and commitment, set out in a general Standard (derived from the generic standards of competence and commitment for Chartered or, more generally, Professional Engineers), which can be assessed objectively and which relate to the technologies and applications for Process Safety, eg The Standard for Professional Engineering Competence in Process Safety.

Assessment of Competence and Commitment

1.2.10 All applicants for registration, in any registration category, shall have their competence and commitment assessed through a Professional Review, conducted by IChemE. The assessment will be against the competence and commitment standards developed by IChemE under paragraph 1.2.9 above. The decision whether or not to accept an applicant for
registration shall be made by the IChemE’s Professional Formation Forum or other Committee responsible under the delegated authority of Qualifications Committee for this register, on the basis of the report from the Professional Review assessors. The decision making process including recommendations, decisions, justifications, feedback and moderation must be documented, transparent and auditable.

1.2.11 The Professional Review shall include three components:

- uptake of references;
- a review of documentary (attested) evidence; and
- an interview.

IChemE maintains the discretion to add other components to the Professional Review.

1.2.12 The interview shall be obligatory for all applicants.

1.2.13 Applicants shall submit evidence in support of their application in a format to be determined by IChemE. This evidence shall include details of:

- educational record and possession of exemplifying or other academic qualifications;
- possession of professional qualifications & current registrations;
- structured or other professional development;
- areas of accountability for the exercise of engineering and technical judgement in the field of process safety;
- understanding of technical safety, engineering, financial and sustainability implications of decisions taken;
- an action plan for future professional development; and
- their role of responsibility within the field of process safety.

1.2.14 The interview shall be conducted by two suitably qualified and trained interviewers. They shall, normally, both be Chartered Engineers and one must be a Chartered Chemical Engineer or a Professional Process Safety Engineer, and both shall hold a recognized professional engineering qualification recognized by IChemE. Normally, at least one interviewer shall be a Fellow. Both interviewers must have expertise in the field of process safety. All reasonable steps in the selection of interviewers will be taken to ensure that potential conflicts of interest are avoided.

1.2.15 The interview shall normally be conducted in English. The interview may be conducted face to face, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

1.2.16 Assessors and interviewers shall complete a summary e-report with a recommendation for each applicant. The report shall cover the competence and commitment standards and reflect the interviewers’ professional judgement of whether the required competence and commitment, in process safety, has been demonstrated.

1.2.17 IChemE’s Professional Formation Forum is responsible for Professional Process Safety Engineer registration and shall consider the report(s) from Professional Review, and shall decide whether to confirm the recommendation. The Professional Forum’s decisions shall be recorded.

1.2.18 The applicant shall be informed of the outcome and, if the application has been unsuccessful, shall be advised upon appropriate action to help address deficiencies. Actions may include deferral, re-interview, and rejection.

1.2.19 IChemE shall have an appeals procedure available to unsuccessful applicants.
Underpinning knowledge and understanding

1.2.20 The knowledge, understanding and skills to underpin performance are an essential component of competence. The requirements for Professional Process Safety Engineer registration shall be exemplified by particular formational qualifications, as either:

- 1.2.20a Professional Engineer Route (For individuals working in the field of process safety who are already qualified, and currently registered professional [or Chartered] engineers from a professional engineering institution or qualifying body approved by IChemE).
  - A current professional engineering registration from a Washington Accord Signatory State, plus;
  - An accredited Bachelors degree in engineering or technology recognized under the Washington Accord, or higher, plus;
  - Have extended experience in a role, or roles, carrying responsibility in process safety. (In most cases, such experience will take several years to acquire.)

OR

- 1.2.20b Exemplifying Academic Formation Route (For individuals working in the field of process safety who are not already qualified and currently registered engineers from a professional engineering institution or qualifying body approved by IChemE but who do hold an exemplifying, or assessed by IChemE as equivalent, academic formation in process safety).
  - An exemplifying Masters or Bachelors degree in process safety recognized by IChemE, plus;
  - Have extended experience in a role, or roles, carrying responsibility in process safety. (In most cases, such experience will take several years to acquire.)

Assessment of Applicants without Exemplifying Academic Qualifications – Technical Evidence Report Option

1.2.21 (For individuals working in the field of process safety who are not already qualified and currently registered engineers from a professional engineering institution or qualifying body approved by IChemE, nor hold an exemplifying, or assessed by IChemE as equivalent, academic formation in process safety.)

1.2.22 Applicants who have not followed one of the exemplifying academic pathways (1.2.20a, 1.2.20b) may submit their career history and education and training record, including any records of experiential learning, to IChemE for assessment. The necessary further knowledge and understanding shall be demonstrated through: successfully completing further qualifications, either in whole or in part, as specified by IChemE, providing additional evidence of having completed recorded work-based or experiential learning acceptable to IChemE, and submission of a technical evidence report (process safety) which is assessed as acceptable by IChemE as part of an integrated assessment of their education, training and competence in employment. Individuals must also have extended experience in a role, or roles, carrying responsibility in process safety. (In most cases, we expect such experience will take several years to acquire.)

1.2.23 The initial assessment referred to in paragraph 1.2.22 above shall be the responsibility of a person competent to undertake the task appointed and from the Professional Formation Forum. Any delegation of functions to staff in respect of determining further learning requirements must be on the basis of clear procedures and guidance established by the panel, and must be subject to internal audit.
Technical Evidence Report (process safety)

1.2.24 Where self assessment or initial assessment by IChemE indicates that applicants are not professionally registered engineers, nor hold exemplifying academic qualification in process safety, they shall submit a technical report (process safety) as part of their application, based upon their own project experience, describing (technically) evidence of knowledge and understanding of process safety. This shall demonstrate that they have process safety knowledge and understanding necessary to underpin the Standard to the same level as their peers who have followed the exemplifying academic pathways. Its content must be technical; a pure management study is not acceptable. The scope of the report shall depend upon the applicant's initial qualifications and any subsequent achievement in the field of process safety.

1.2.25 While the technical evidence report (process safety) may include or be largely based upon technical reports or studies written as part of the applicant’s normal employment, it must include a commentary identifying the contribution the reported work has made to the applicant’s formation and highlighting where and how process safety engineering principles have been applied to solve problems.

1.2.26 The technical evidence report (process safety) shall be assessed, through a process of informed peer assessment, by a trained assessor (who must be competent to assess underpinning knowledge and understanding in the field of process safety) and who will also explore the report in an interview. They shall also consider the applicant’s career history, which must demonstrate that adequate opportunity has been available to learn and assimilate the skills needed to augment those gained in formally assessed courses, and thus attain in full the standards required. A minimum level of approved training courses in process safety should be demonstrated.

1.2.27 If the technical evidence report (process safety) is assessed as satisfactory, then the applicant may proceed to professional interview. A copy of the assessment report shall be made available to the interviewers. While the professional review interview may take place back to back with the technical report assessment interview, the two processes must be separately identified and documented. The Professional Review process shall not be complete until the technical evidence report (process safety) has been completed and assessed. It shall not be possible for an applicant to be successful in the Professional Review if the technical evidence report (process safety) has not been assessed as satisfactory. Applicants shall in all cases be advised of the result of the assessment and IChemE shall keep a record of the results.

Technical Interview

1.2.28 The technical interview shall be conducted by two suitably qualified and trained interviewers. They shall, normally, both be Chartered Engineers and one must be a Chartered Chemical Engineer or a Professional Process Safety Engineer, both shall hold a recognized professional engineering qualification recognized by IChemE. Normally, at least one interviewer shall be a Fellow. Both interviewers must have expertise in the field of process safety. All reasonable steps in the selection of interviewers will be taken to ensure that potential conflicts of interest are avoided.

1.2.29 The technical interview shall normally be conducted in English. The interview may be conducted face to face, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

1.2.30 The interviewers shall complete a summary e-report on the outcome of the technical interview with a recommendation for each applicant.
1.2.31 If the outcome of the technical interview is satisfactory the applicant can proceed immediately to Professional Review of competence and commitment. A copy of the assessments of the technical evidence report and the competence & commitment report shall be made available to the Professional Review Interviewers.

While the Professional Review Interview may take place back to back with the technical report assessment interview, the two processes must be separately identified and documented. The Professional Review process shall not be complete until the technical evidence report has been completed and assessed. It shall not be possible for an applicant to be successful in the Professional Review if the technical evidence report has not been assessed as satisfactory. Applicants shall in all cases be advised of the result of the assessment and IChemE shall keep a record of the results.

**Initial Professional Development**

1.2.32 Initial professional development is essential in the attainment of the required competence and commitment in the field of process safety. It may be self-managed or take place through structured development schemes. In either case, responsibility for managing initial professional development rests ultimately with the individual.

1.2.33 IChemE shall give appropriate information and advice to potential Professional Process Safety Engineer registrants on ways in which initial professional development may be managed and recorded, and on mentoring arrangements.

1.2.34 IChemE shall also provide for the retrospective assessment by registrants with experience in the field of process safety engineering a portfolio of evidence presented by an individual applicant who has progressed independently towards acquiring competence and commitment in the field.

1.2.35 IChemE may accredit or approve structured initial professional development schemes that have as primary objective attainment of Professional Process Safety Engineer registration.

1.2.36 IChemE shall develop detailed criteria and procedures which shall specify: the selection, training and approval of persons to be initial professional development accreditation assessors, and the arrangements for ensuring balance and consistency of standards among those involved; the form of the submission expected from the company or training establishment seeking accreditation; the outline programmes for accreditation visits, appropriate to the range of schemes and programmes; the detailed criteria against which the accreditation judgement will be given. These should relate to the general criteria set out in Regulation 1.2.37 below; the range of possible results from an accreditation visit; the process by which judgements and decisions are made, feedback given, and the decisions notified.

1.2.37 To be accredited, a scheme must: have clear objectives to be achieved, which demonstrably relate to the standards of competence and commitment for Professional Process Safety Engineer registration; have systems to provide formative and summative assessment against these objectives; provide certification of achievement of objectives, in a way which records evidence sufficiently for the Professional Review; have the commitment of senior and line management and be fully integrated into staff development policies; have satisfactory quality assurance arrangements.

1.2.38 IChemE may also accredit or approve integrated development schemes which combine educational programmes in the field of process safety with initial professional development in the field of process safety.
Continuing Professional Development (CPD)

1.2.39 At Professional Review, all applicants for registration shall demonstrate how they have maintained their professional development and how they intend to meet their obligations to CPD.

1.2.40 IChemE shall establish and implement appropriate policies and practices for CPD, and in particular shall: recognise CPD as an integral part of its mission; establish and keep under review an appropriate policy; allocate responsibility and resources to carry out the policy; promote to registrants and employers the aims, importance and benefits of CPD achievements, contributing to business and individual success; guide and support registrants to achieve benefits from CPD; be aware of the needs of registrants within their technical discipline and related areas; encourage provision to meet the needs of members; monitor, through an appropriate review system, the CPD of registrants; evaluate the effectiveness of the policy.

1.2.41 IChemE shall require Professional Process Safety Engineer registrants to maintain their obligations to CPD and shall require Professional Process Safety Engineer registrants to provide evidence of CPD in process safety to IChemE at an interval of every five years from initial registration.

Code of Conduct

1.2.42 Those who successfully register as Professional Process Safety Engineer must abide by IChemE’s Code of Conduct. For this reason all Professional Process Safety Engineer registrants are obliged to take up IChemE membership, at a grade suited to their qualifications as will be determined by IChemE’s membership regulations.
1.3 Regulations for election to the grade of Fellow (Chartered Chemical Engineer and/or Professional Process Safety Engineer)

Introduction
1.3.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the professional grade of Fellow against Standards laid down by IChemE, and the registration of individuals under those Standards.

1.3.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

1.3.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

1.3.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

1.3.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

1.3.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Eligibility
1.3.7 IChemE may register as a Fellow any Chartered Member (Chartered Chemical Engineer and/or Professional Process Safety Engineer) who can demonstrate they meet the following criteria:

1.3.8 The term ‘important position of responsibility’ is defined within: IChemE guidance definitions – requirements for Fellow (Nov 2012):
ICChemE guidance and definitions – requirements for Fellow

ICChemE has two grades of Fellow, namely Chartered Fellow and Associate Fellow. Both grades have the same basic fellowship requirements. Chartered Fellow also meets the requirements for ICChemE Chartered Member whilst Associate Fellow does not.

The following notes give the requirements plus interpretation and typical examples of how the requirements are met for the two grades.

Basic requirements for ICChemE Fellow:

An ICChemE Fellow is a person of professional distinction who, for a suitable time (typically not less than 5 years), has:

- held an important position of responsibility in the context of chemical engineering

AND

- made valuable contributions to the profession of chemical engineering

The levels of responsibility and contribution for either grade of Fellow are substantially higher than those of a career grade Chartered Member.

The level of responsibility required will often carry discretionary responsibility and accountability over substantial resources of capital and revenue spending plus staff deployment. Persons with this level of responsibility will have significant influence over others with advice and/or decisions leading to serious impact on the whole organisation in one or more of its key performance measures, both in the short and long term.

Job titles are not a good guide to the level of a person’s responsibility because titles differ across organisations and over time. It is the role that the person exercises which must be judged against the requirements for fellowship.

A person with the appropriate level of responsibility would expect to be consulted by senior management within their own organisation and/or external bodies, because their advice carries due weight and gains ready acceptance. Typically, the content of the work for which this person is responsible is accepted by superiors in the organisation without further checking. Nevertheless, the person is responsible for ensuring that the content of their own work is checked and that other contributions come from competent subordinates before passing into action or upwards for more business oriented decisions.

The context of chemical engineering means that the purpose of the organisation, or the part where the potential fellow predominantly works, is driven by products, processes and/or programmes which are substantially chemical engineering in nature. This environment may be found in many work places, including producers of products manufactured using chemical engineering transformation, engineering contractors, licensors and suppliers of plant equipment used for these purposes; research, development

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1 See PFF Guidance “ICChemE Definition of Chemical Engineering”
2 See ICChemE literature “Get Chartered”

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and patents; education/training; regulatory bodies or in organisations that support them, eg third party contractors, suppliers, customers, insurers, financiers, legal, etc.

Roles carried out in an organisation at the appropriate level are often individual but it is possible to discern typical types.

**Typical roles** which contribute to satisfying the above requirements could be as follows:

- **Technical expert**
  This person displays outstanding technical excellence and leadership and is recognised by peers and senior management as the person to go to for finding knowledge in their area, for interpreting this knowledge, standards and methodology and for resolving conflicts of application. This person is expected to see the big picture and has the responsibility to initiate new directions for seeking knowledge, standards, methodologies and research. It is likely that this person has recognised technical eminence nationally and globally. They would also typically be contributing as a technical expert to bodies with the ability to influence society, education and/or industry (eg government, education or industry sponsored communities of interest, or standards setting bodies).

- **Operations middle manager**
  This person is in day to day control of significant assets, spending and staff. Technical work is still the main focus of their job but they have to manage and control many technical and non-technical support functions as well as interacting with the most senior levels in the organisation and with external bodies. Examples are:

  - in manufacturing, it is managing a large plant complex rather than a single small unit (as would be typical of a Chartered member);

  - in projects and programmes again; the size, complexity and interactions of the work are more substantial and at a more senior level than those carried out by typical Chartered Members;

  - in academia, whether teaching or research, the reach of the influence is important and would only be attained by directing a complex of courses or a research programme rather than single courses or research topics.

- **Senior strategy leader**
  These are the most senior people in the organisation plus their immediate support staff. Most of their time is not spent on specifically technical matters but in analysing and creating overall strategies then putting these into execution. However, there will be times when seeking detailed knowledge is important. This could be in major commitments of people, money and resources (eg investments in major capital projects, mergers, acquisitions, licenses or large teaching and/or research programmes); also in actions with significant financial, legal and/or societal ramifications (eg lawsuits, industry-level regulatory development/compliance, cross discipline and/or national or international commissions involving statutory bodies, etc).

The three example roles above have a sufficient level of responsibility to meet the requirements for IChemE Fellow. However, the appropriate grade depends on their level of knowledge and

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understanding, and professional experience, usually achieved earlier in their career. Persons who already are IChemE Chartered Members are immediately eligible for consideration as Chartered Fellow. Others need to demonstrate eligibility for either Chartered or Associate Fellow and a separate document \(^{3}\) sets out how to do this.

**Valuable contributions to the profession** must again be greater than those expected from a typical Chartered Member. So, for example, not only attending IChemE meetings but taking leadership of meetings and initiating new directions is required.

Suitable contributions are exemplified by:

- promoting the profession in their place of work, to schools and the local community, to media and government, also in leading IChemE initiatives like whynotchemeng, get Chartered, etc;

- supporting other professionals, particularly young ones, in training, mentoring and assessing;

- contributing to their national professional engineering bodies and/or IChemE in running meetings, and serving on committees and working groups;

- contributing to professional policy and strategy and representations to government;

- being a beacon exemplar of professional ethics and enforcing high standards of conduct;

- expanding the general fund of the discipline’s knowledge and techniques in research, publishing and in reviewing and editing papers and books;

- being recognised as contributing to society’s wealth and well-being.

\(^{3}\) See PFF guidance “Standard route for senior applicants”

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2. Associate Member

2.1 Regulations for election to the grade of Associate member and with registration as ‘Incorporated Chemical Engineer’

Introduction

2.1.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for Incorporated Chemical Engineer against Standards laid down by IChemE, and the registration of individuals under those Standards.

2.1.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

2.1.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

2.1.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

2.1.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

2.1.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Competence and Commitment

2.1.7 IChemE may register as an Associate member with Incorporated Chemical Engineer registration any person who has demonstrated the competence and commitment appropriate to this registration category.

2.1.8 Competence and commitment will be developed through a combination of: underpinning knowledge and understanding, generally acquired through educational programmes; professional development and experience. These elements, or parts of them, may be integrated or undertaken simultaneously.

2.1.9 IChemE will adopt standards of competence and commitment, set out in a general Standard (derived from the generic standards of competence and commitment for Incorporated Engineers, provided by Engineering Council, eg The UK Standard for Professional Engineering Competence (UK-SPEC)), which can be assessed objectively and which relate to the technologies and applications of chemical and process engineering. IChemE will define a standard template Competence and Commitment (Incorporated Engineer) Report for the determination of whether evidence provided by applicants meet standards. In principle, therefore every Incorporated Chemical Engineer is also registerable with the Engineering Council at the time of first election or transfer to the grade.

2.1.10 IChemE may maintain special arrangements for dealing with applicants professionally qualified in nations signatory to the Engineering Council’s reciprocal arrangements, those covered by the EU’s Directives on Mutual Recognition of Professional Qualifications
Assessment of Competence and Commitment

2.1.11 All applicants for registration, in any registration category, shall have their competence and commitment assessed through a Professional Review, conducted by IChemE. The assessment will be against the competence and commitment standards developed by IChemE under paragraph 2.1.9 above. The decision whether or not to accept an applicant for registration shall be made by the IChemE’s Professional Formation Forum or other Committee responsible under the delegated authority of Qualifications Committee for this register, on the basis of the reports from the Professional Review assessors. The decision making process including recommendations, decisions, justifications, feedback and moderation must be documented, transparent and auditable.

2.1.12 The Professional Review shall include three components:

- uptake of references;
- a review of (attested) documentary evidence; and
- an interview.

IChemE maintains the discretion to add other components to the Professional Review.

2.1.13 The interview shall be obligatory for all applicants.

2.1.14 Applicants shall submit evidence in support of their application in a format to be determined by IChemE. This evidence shall include details of:

- possession of academic qualifications;
- possession of professional qualifications and current registrations;
- structured or other professional development;
- areas of accountability for the exercise of engineering and technical judgement in the field of chemical engineering;
- understanding of technical safety, engineering and financial implications of decisions taken;
- an action plan for future professional development; and
- their role of responsibility within the field of chemical engineering.

2.1.15 The Professional Review Interview shall be conducted by two suitably qualified and trained interviewers. They shall, normally, both be Incorporated or Chemical Engineer registrants of IChemE with substantial experience in the chemical engineering discipline shall both hold a recognized professional engineering qualification recognized by IChemE. Both must be Incorporated or Chartered Engineers and at least one must be an Associate Member (Incorporated Chemical Engineer) or Chartered Member of IChemE. All reasonable steps in the selection of interviewers will be taken to ensure that potential conflicts of interest are avoided.

2.1.16 The interview shall normally be conducted in English. The interview may be conducted face to face, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

2.1.17 The interviewers shall complete a summary e-report with a recommendation for each applicant. The report shall cover the competence and commitment standards and reflect the interviewers’ professional judgement of whether the required competence and commitment, in chemical engineering, has been demonstrated.
2.1.18 IChemE’s Professional Formation Forum is responsible for Incorporated Chemical Engineer elections and shall consider the report(s) from Professional Review, and shall decide whether to confirm the recommendation. The Professional Forum’s decisions shall be recorded.

2.1.19 The applicant shall be informed of the outcome and, if the application has been rejected, shall be advised upon appropriate action to address deficiencies. Rejection decisions may include deferral, re-interview, and deferral.

2.1.20 IChemE shall have an appeals procedure available to unsuccessful applicants.

Underpinning knowledge and understanding

2.1.21 The minimum knowledge, understanding and skills to underpin performance are an essential component of competence. The requirements for election to Incorporated Chemical Engineer and Incorporated Engineer registration shall be exemplified by particular formational qualifications, as either:

- an IChemE accredited ‘B-Standard’ degree;
- equivalent qualification(s).

2.1.22 Graduates with a ‘D-Standard’ degree will normally need to provide evidence of further learning to the equivalent of a ‘B-Standard’ degree. This further learning can be achieved through career based experience.

2.1.23 Definition of B-, D- Standards shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

2.1.24 IChemE may register as an Associate Member (Process Safety) any person wishing to benefit from membership of IChemE practising and contributing within the process safety field but who does not yet hold the competences for Professional Process Safety Engineer registration. Candidates will have to demonstrate that they are directly employed within the process safety field and hold any of the following qualifications:

- 2.2.7a. An ‘M-Standard’ degree in process safety accredited by IChemE as fully satisfying the academic requirements for registration as a Professional Process Safety Engineer supplementing a chemical or cognate engineering or cognate science degree at Bachelors level. Definition of ‘M-Standard’ shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

OR

- 2.2.7b. An ‘M-Standard’ chemical engineering degree accredited by IChemE, or an equivalent qualification or qualifications set, approved by IChemE, as fully satisfying the academic requirements for registration as a Chartered Chemical Engineer, and Chartered Engineer with Engineering Council – refer The UK Standard for Professional Engineering Competence (UK-SPEC). Definition of ‘M-Standard’ shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

OR

- 2.2.7c. A ‘B-Standard’ chemical engineering degree accredited by IChemE, or an equivalent qualification or qualifications set, approved by IChemE, as partially satisfying the academic requirements for registration as a Chartered Chemical Engineer and Chartered Engineer with Engineering Council – refer The UK Standard for Professional Engineering Competence (UK-SPEC). Definition of ‘B-Standard’ shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

OR
2.2.7d. A Bachelors level chemical engineering or safety engineering degree covered by either the FEANI or Washington Accord mutual recognition agreements.

OR

2.2.7e. A Bachelors level qualification in chemical engineering, safety engineering, or a cognate science or engineering discipline allied to chemical engineering that is recognized and accredited by a Competent Authority of national jurisdiction.

Assessment of Applicants without Exemplifying Academic Qualifications – Technical Evidence Report Option
(For individuals working in the field of chemical engineering who are not already qualified by IChemE, nor hold an exemplifying, or assessed by IChemE as equivalent, academic formation).

2.1.25 Applicants who do not hold the exemplifying academic qualification or equivalent (refer 2.1.21 to 2.1.24) may submit their career history and education and training record, including any records of experiential learning, to IChemE for assessment. The necessary further knowledge and understanding shall be demonstrated through: successfully completing further qualifications, either in whole or in part, as specified by IChemE, providing additional evidence of having completed recorded work-based or experiential learning acceptable to IChemE, and submission of a technical evidence report (which is assessed as acceptable by IChemE as part of an integrated assessment of their education, training and competence in employment. Individuals must also have extended experience in a role, or roles, carrying responsibility in chemical engineering. (In most cases, we expect such experience will take several years to acquire.)

2.1.26 The initial assessment referred to in paragraphs 2.1.21 to 2.1.23 above shall normally be the responsibility of a person competent to undertake the task appointed and from the Professional Formation Forum, normally a Registrar. Any delegation of functions to staff in respect of determining further learning requirements must be on the basis of clear procedures and guidance established and must be subject to internal audit.

Technical Evidence Report

2.1.27 Where self assessment indicates that applicants are not professionally registered engineers, nor hold exemplifying academic qualification (or full equivalent) in chemical engineering, they shall submit a technical evidence report as part of their application, based upon their own project experience, describing technically evidence of knowledge and understanding of chemical engineering. This shall demonstrate that they have chemical engineering knowledge and understanding necessary to underpin the Standard to the same level as their peers who have followed the exemplifying academic pathways. Its content must be technical; a pure management study is not acceptable. The scope of the technical evidence report shall depend upon the applicant’s initial qualifications and any subsequent achievement in the field of chemical engineering, eg design technical evidence report.

2.1.28 While the technical evidence report may include or be largely based upon technical reports or design studies written as part of the applicant’s normal employment, it must include a commentary identifying the contribution the reported work has made to the applicant’s formation and highlighting where and how chemical engineering principles have been applied to solve problems.

2.1.29 The technical evidence report shall be assessed, through a process of informed peer assessment, by an assessor (who must be competent to assess underpinning knowledge and understanding in the field of chemical engineering).

2.1.30 If the technical evidence report is assessed as satisfactory, then the applicant may proceed to technical interview.
Technical Interview

2.1.31 The technical interview shall be conducted by two suitably qualified and trained interviewers. They shall, normally, both be Incorporated or Chartered Chemical Engineers with substantial experience in the discipline, shall both hold a recognized professional engineering qualification recognized by IChemE. There is no requirement that the interviewers need to be from the same sector as the candidate because it is knowledge of application of chemical engineering principles are being determined. All reasonable steps in the selection of interviewers will be taken to ensure that potential conflicts of interest are avoided.

2.1.32 The technical interview shall normally be conducted in English. The interview may be conducted face to face, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

2.1.33 The interviewers shall complete a summary e-report on the outcome of the technical interview with a recommendation for each applicant.

2.1.34 If the outcome of the technical interview is satisfactory the applicant can proceed immediately to Professional Review of competence and commitment. A copy of the assessment of the technical evidence report and the competence and commitment report shall be made available to the Professional Review Interviewers.

While the Professional Review Interview may take place back to back with the technical report assessment interview, the two processes must be separately identified and documented. The Professional Review process shall not be complete until the technical evidence report has been completed and assessed. It shall not be possible for an applicant to be successful in the Professional Review if the technical evidence report has not been assessed as satisfactory. Applicants shall in all cases be advised of the result of the assessment and IChemE shall keep a record of the results.

Initial Professional Development

2.1.35 Initial professional development is essential in the attainment of the required competence and commitment in the field of chemical engineering. It may be self-managed or take place through structured development schemes. In either case, responsibility for managing initial professional development rests ultimately with the individual.

2.1.36 IChemE shall give appropriate information and advice to potential Incorporated Chemical Engineer registrants on ways in which initial professional development may be managed and recorded, and on mentoring arrangements.

2.1.37 IChemE may provide for the assessment of a portfolio of technical chemical engineering evidence presented by an individual applicant who has progressed independently towards acquiring competence and commitment in the field.

2.1.38 IChemE may accredit or approve structured initial professional development schemes that have as primary objective attainment of Incorporated Chemical Engineer registration.

2.1.39 IChemE shall develop detailed criteria and procedures which shall specify: the selection, training and approval of persons to be initial professional development accreditation assessors, and the arrangements for ensuring balance and consistency of standards among those involved; the form of the submission expected from the company or training establishment seeking accreditation; the outline programmes for accreditation visits, appropriate to the range of schemes and programmes; the detailed criteria against which the accreditation judgement will be given. These should relate to the general criteria set out in Regulation 2.1.40 below; the range of possible results from an accreditation visit; the process by which judgements and decisions are made, feedback given, and the decisions notified.
2.1.40 To be accredited, a scheme must: have clear objectives to be achieved, which demonstrably relate to the standards of competence and commitment for Incorporated Chemical Engineer registration; have systems to provide formative and summative assessment against these objectives; provide certification of achievement of objectives, in a way which records evidence sufficiently for the Professional Review; have the commitment of senior and line management and be fully integrated into staff development policies; have satisfactory quality assurance arrangements.

2.1.41 IChemE may also accredit or approve integrated development schemes which combine educational programmes in the field of process safety with initial professional development in the field of process safety.

Continuing Professional Development (CPD)

2.1.42 At Professional Review, all applicants for registration shall demonstrate how they have maintained their professional development and how they intend to meet their obligations to CPD.

2.1.43 IChemE shall establish and implement appropriate policies and practices for CPD, and in particular shall: recognise CPD as an integral part of its mission; establish and keep under review an appropriate policy; allocate responsibility and resources to carry out the policy; promote to registrants and employers the aims, importance and benefits of CPD achievements, contributing to business and individual success; guide and support registrants to achieve benefits from CPD; be aware of the needs of registrants within their technical discipline and related areas; encourage provision to meet the needs of members; monitor, through an appropriate review system, the CPD of registrants; evaluate the effectiveness of the policy.

2.1.44 IChemE shall require Incorporated Chemical Engineer registrants to maintain their obligations to CPD and shall require Incorporated Chemical Engineer registrants to provide evidence of CPD in process safety to IChemE at an interval of every five years from initial registration.

Code of Conduct

2.1.45 Those who successfully register as an Incorporated Chemical Engineer must abide by IChemE's Code of Conduct.
2.2 Regulations for election to the grade of Associate Member and without registration as Incorporated Chemical Engineer

Introduction

2.2.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the Associate Member grade against Standards laid down by IChemE, and the registration of individuals under those Standards.

2.2.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

2.2.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

2.2.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

2.2.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

2.2.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Eligibility

2.2.7 IChemE may register as an Associate Member any person wishing to benefit from membership of IChemE practising and contributing to the profession as a chemical engineer but who does not yet hold the competences for Chartered Chemical Engineer and/or Incorporated Chemical Engineer registration and who holds any of the following qualifications:

- 2.2.7a. An ‘M-Standard’ chemical engineering degree accredited by IChemE, or an equivalent qualification or qualifications set, approved by IChemE, as fully satisfying the academic requirements for registration as a Chartered Chemical Engineer, and Chartered Engineer with Engineering Council - refer The UK Standard for Professional Engineering Competence (UK-SPEC). Definition of ‘M-Standard’ shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

- 2.2.7b. A ‘B-Standard’ chemical engineering degree accredited by IChemE, or an equivalent qualification or qualifications set, approved by IChemE, as fully satisfying the academic requirements for registration as a Chartered Chemical Engineer and Chartered Engineer with Engineering Council - refer The UK Standard for Professional Engineering Competence (UK-SPEC). Definition of ‘B-Standard’ shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

- 2.2.7c. A Bachelors level chemical engineering degree covered by either the FEANI or Washington Accord mutual recognition agreements.

- 2.2.7d. A Bachelors level qualification in chemical engineering, or a cognate science or engineering discipline allied to chemical engineering that is recognized and accredited by
a Competent Authority of national jurisdiction plus four years in a position contributing to their professional development as a chemical engineer.

OR

- 2.2.7e. Be currently registered as an Incorporated Engineer or equivalent recognized professional technologist and have satisfied IChemE’s Professional Review for Incorporated Chemical Engineer.

**Code of Conduct**

2.2.8 Those who successfully register as Associate Member must abide by IChemE’s Code of Conduct.
2.3 Regulations for election to the grade of Associate Member  
(Process Safety)

Introduction

2.3.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the Associate Member grade against Standards laid down by IChemE, and the registration of individuals under those Standards.

2.3.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

2.3.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

2.3.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

2.3.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

2.3.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Eligibility

2.3.7 IChemE may register as an Associate Member (Process Safety) any person wishing to benefit from membership of IChemE practising and contributing within the process safety field but who does not yet hold the competences for Professional Process Safety Engineer registration. Candidates will have to demonstrate that they are directly employed within the process safety field and hold any of the following qualifications:

- 2.3.7a. An ‘M-Standard’ degree in process safety accredited by IChemE as fully satisfying the academic requirements for registration as a Professional Process Safety Engineer supplementing a chemical or cognate engineering or cognate science degree at Bachelors level.  
Definition of ‘M-Standard’ shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

OR

- 2.3.7b. An ‘M-Standard’ chemical engineering degree accredited by IChemE, or an equivalent qualification or qualifications set, approved by IChemE, as fully satisfying the academic requirements for registration as a Chartered Chemical Engineer, and Chartered Engineer with Engineering Council - refer The UK Standard for Professional Engineering Competence (UK-SPEC). Definition of ‘M-Standard’ shall be found within separate documentation, eg Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).

OR

- 2.3.7c. A ‘B-Standard’ chemical engineering degree accredited by IChemE, or an equivalent qualification or qualifications set, approved by IChemE, as partially satisfying the academic requirements for registration as a Chartered Chemical Engineer and Chartered Engineer with Engineering Council - refer The UK Standard for Professional Engineering Competence (UK-SPEC). Definition of ‘B-Standard’ shall be found within
separate documentation, eg *Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015).*

**OR**

- **2.2.7d.** A Bachelors level chemical engineering or safety engineering degree covered by either the FEANI or Washington Accord mutual recognition agreements.

**OR**

- **2.2.7e.** A Bachelors level qualification in chemical engineering, safety engineering, or a cognate science or engineering discipline allied to chemical engineering that is recognized and accredited by a Competent Authority of national jurisdiction.

**Code of Conduct**

**2.3.8** Those who successfully register as Associate Member (process safety) must abide by IChemE’s Code of Conduct.
3. **Affiliate Member**

### 3.1 Regulations for election to the Affiliate grade as Associate Fellow

#### Introduction

3.1.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the Affiliate member grade of Associate Fellow against Standards laid down by IChemE, and the registration of individuals under those Standards.

3.1.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

3.1.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

3.1.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

3.1.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

3.1.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

#### Eligibility

3.1.7 IChemE may register as an Associate Fellow any senior level person from any profession except chemical engineering, meeting the criteria in 3.1.8 below, wishing to benefit from membership of IChemE but who does not hold the necessary qualifications for the Fellow grade of membership as a Chartered Chemical Engineer or Professional Process Safety Engineer.

3.1.8 IChemE may register as an Associate Fellow any person who:

- Works with chemical, biochemical or process engineers, but is not a chemical engineer; and
- Is a Fellow, or similar senior grade, of another professional organisation; and
- Is a senior company executive, a senior practitioner in a technical or non-technical discipline outside of chemical engineering, a distinguished academic, or a person of wide scientific or professional reputation in their chosen field; and
- Contributes to the chemical engineering profession by supporting staff/technical competence/training.

**Code of Conduct**

3.1.9 Those who successfully register as Associate Fellow must abide by IChemE’s Code of Conduct.
3.2 Regulations for election to the Affiliate grade of Affiliate Member

Introduction

3.2.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the Affiliate member grade against Standards laid down by IChemE, and the registration of individuals under those Standards.

3.2.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

3.2.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

3.2.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

3.2.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

3.2.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Eligibility

3.2.7 IChemE may register as an Affiliate Member any person wishing to benefit from membership of IChemE but who does not hold the necessary qualifications for Associate membership or the competences for Chartered Chemical Engineer or Incorporated Chemical Engineer registration.

Code of Conduct

3.2.8 Those who successfully register as Affiliate Member must abide by IChemE’s Code of Conduct.
3.3 Regulations for election to the Affiliate grade of Student Member

Introduction

3.3.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the Affiliate member grade of Student Member against Standards laid down by IChemE, and the registration of individuals under those Standards.

3.3.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

3.3.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

3.3.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

3.3.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

3.3.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Eligibility

3.3.7 IChemE may register as a Student Member any person pursuing or registered to undertake a programme of academic study in chemical engineering or allied discipline that will lead to any of:

- diploma in chemical engineering or allied discipline;
- Bachelors in chemical engineering or allied discipline;
- Master in chemical engineering or allied discipline; or
- PhD or EngDoc in chemical engineering or allied discipline.

Code of Conduct

3.3.8 Those who successfully register as Student Member must abide by IChemE’s Code of Conduct.
3.4 Regulations for election to the Affiliate grade of Technician Member

Introduction

3.4.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the Affiliate member grade of Technician Member against Standards laid down by IChemE, and the registration of individuals under those Standards.

3.4.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

3.4.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

3.4.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

3.4.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

3.4.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Eligibility

3.4.7 IChemE may register as a Technician Member any person working in chemical, biochemical and process engineering support roles across industry and academia wishing to benefit from membership of IChemE but who does not hold the necessary qualifications for Associate membership or the competences for Chartered Chemical Engineer and/or Incorporated Chemical Engineer registration.

Code of Conduct

3.4.8 Those who successfully register as Technician Member must abide by IChemE’s Code of Conduct.
3.5 Regulations for election to the Affiliate grade of Technician Member with Registration as Engineering Technician (EngTech)

Introduction

3.5.1 These Regulations are made by IChemE Council under By-Laws 1 and 9 which govern the Regulations and Register(s) for the Affiliate Member grade of Technician Member against Standards laid down by IChemE, and the registration of individuals under those Standards.

3.5.2 Nothing in these Regulations shall be taken as overriding obligations placed on IChemE by national and EU legislation, for example any requirement to process applicants holding EU professional qualifications under the provisions of relevant Directive(s).

3.5.3 The application of these Regulations by IChemE shall be subject to audit by appointees of IChemE’s Qualifications Committee. IChemE shall maintain sufficient records for external audit purposes.

3.5.4 IChemE Council may add to, amend or revoke these Regulations, on the recommendation of the Qualifications Committee, or may delegate responsibility for amendment to that committee.

3.5.5 IChemE shall not register individuals, or accredit or approve relevant programmes and qualifications for such registration, outside the terms of these Regulations, without the authorisation of IChemE’s Qualifications Committee.

3.5.6 Technical or procedural issues arising in the application of these Regulations shall be referred to IChemE’s Qualification Committee for consideration, following which the committee may issue guidance.

Competence and Commitment

3.5.7 IChemE may register as a Technician Member with Engineering Technician registration any person who has demonstrated the competence and commitment appropriate to this registration category.

3.5.8 Competence and commitment will be developed through a combination of: underpinning knowledge and understanding, generally acquired through educational programmes; professional development and experience. These elements, or parts of them, may be integrated or undertaken simultaneously.

3.5.9 IChemE will adopt standards of competence and commitment, set out in a general Standard (derived from the generic standards of competence and commitment for Chartered Engineers, provided by Engineering Council, eg The UK Standard for Professional Engineering Competence (UK-SPEC)), which can be assessed objectively and which relate to the technologies and applications of chemical and process engineering. IChemE will define a standard template Competence and Commitment Report for the determination of whether evidence provided by applicants meets standards. In principle, therefore every Technician member is registerable with the Engineering Council at the time of first election or transfer to the grade.

3.5.10 IChemE may maintain special arrangements for dealing with applicants professionally qualified in nations signatory to the Engineering Council’s reciprocal arrangements, those covered by the EU’s Directives on Mutual Recognition of Professional Qualifications (89/48/EEC), or those professionally qualified in nations or organisations signatory to IChemE’s reciprocal arrangements.
Assessment of Competence and Commitment

3.5.11 All applicants for registration, in any registration category, shall have their competence and commitment assessed through a Professional Review, conducted by IChemE. The assessment will be against the competence and commitment standards developed by IChemE under paragraph 3.5.9 above. The decision whether or not to accept an applicant for registration shall be made by the IChemE’s Professional Formation Forum or other Committee responsible under the delegated authority of Qualifications Committee for this register, on the basis of the reports from the Professional Review assessors.

3.5.12 The Professional Review shall include three components:

- uptake of references;
- a review of (attested) documentary evidence; and
- a workplace base or web enabled face to face review.

3.5.13 The workplace base or web enabled face to face review shall be obligatory only when the applicant does not hold an approved vocational qualification such as an Apprenticeship relevant to chemical engineering, or an approved or accredited academic qualification such as a Diploma relevant to chemical engineering.

3.5.14 IChemE maintains the discretion to add other components to the Professional Review.

3.5.15 Applicants shall submit evidence in support of their application in a format to be determined by IChemE. This evidence shall include details of:

- possession of vocational and any academic qualifications;
- possession of professional qualifications & current registrations;
- structured or other professional development;
- areas of accountability for the exercise of engineering and technical judgement in the field of chemical engineering;
- understanding of technical safety, engineering and financial implications of decisions taken;
- an action plan for future professional development;
- their role of responsibility within the field of chemical engineering.

3.5.16 The professional review shall be conducted by a suitably qualified reviewer. S/he shall, normally, be a Incorporated Chemical Engineer or Chartered Chemical Engineer registrants of IChemE with substantial operational experience in the chemical engineering discipline. shall both hold a recognized professional engineering qualification recognized by IChemE. All reasonable steps in the selection of reviewers will be taken to ensure that potential conflicts of interest are avoided.

3.5.17 The review shall normally be conducted in English. The review may be conducted face to face, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

3.5.18 The reviewer shall complete a summary e-report with a recommendation for each applicant. The report shall cover the competence and commitment standards and reflect the reviewer’s professional judgement of whether the required competence and commitment, in chemical engineering, has been demonstrated.

3.5.19 IChemE’s Professional Formation Forum is responsible for Technician Member elections and shall consider the report(s) from Professional Review, and shall decide whether to confirm the recommendation. The Professional Forum’s decisions shall be recorded.
3.5.20 The applicant shall be informed of the outcome and, if the application has been rejected, shall be advised upon appropriate action to address deficiencies. Rejection decisions may include deferral, re-interview, and deferral.

3.5.21 IChemE shall have an appeals procedure available to unsuccessful applicants.

**Underpinning knowledge and understanding**

3.5.22 The minimum knowledge, understanding and skills to underpin performance are an essential component of competence. The requirements for election to Engineering Technician shall be exemplified by particular formational qualifications, as either:

- an approved Apprenticeship;
- or,

- an accredited Diploma level academic qualification at ‘D-Standard’.

3.5.23 Definition of ‘D-Standard’ shall be found within separate documentation, eg *Accreditation of Chemical Engineering Programmes – a guide for higher education providers and assessors (2015)*.

**Assessment of Applicants without Exemplifying Vocational or Academic Qualifications – Technical Evidence Report Option**

3.5.24 Applicants who do not hold the exemplifying academic qualification or equivalent (refer 3.5.22 and 3.5.23) may submit their career history and education and training record, including any records of experiential learning, to IChemE for assessment. The necessary further knowledge and understanding shall be demonstrated through: successfully completing further qualifications, either in whole or in part, as specified by IChemE, providing additional evidence of having completed recorded work-based or experiential learning acceptable to IChemE, and submission of a technical evidence report (which is assessed as acceptable by IChemE as part of an integrated assessment of their education, training and competence in employment. Individuals must also have extended experience in a role, or roles, carrying responsibility in chemical engineering. (In most cases, we expect such experience will take several years to acquire.)

3.5.25 The initial assessment referred to in paragraphs 3.5.22 and 3.5.23 above shall normally be the responsibility of a person competent to undertake the task appointed and from the Professional Formation Forum, normally a Registrar. Any delegation of functions to staff in respect of determining further learning requirements must be on the basis of clear procedures and guidance established and must be subject to internal audit.

**Technical Evidence Report**

3.5.26 Where self assessment indicates that applicants are not professionally registered engineers, nor hold exemplifying academic qualification (or full equivalent) in chemical engineering, they shall submit a technical evidence report as part of their application, based upon their own project experience, describing technically evidence of knowledge and understanding of chemical engineering. This shall demonstrate that they have chemical engineering knowledge and understanding necessary to underpin the Standard to the same level as their peers who have followed the exemplifying academic pathways. Its content must be technical; a pure management study is not acceptable. The scope of the technical evidence report shall depend upon the applicant’s initial qualifications and any subsequent achievement in the field of chemical engineering, eg design technical evidence report.

3.5.27 While the technical evidence report may include or be largely based upon technical reports or design studies written as part of the applicant’s normal employment, it must include a
commentary identifying the contribution the reported work has made to the applicant’s formation and highlighting where and how chemical engineering principles have been applied to solve problems.

3.5.28 The technical evidence report shall be assessed, through a process of informed peer assessment, by an assessor (who must be competent to assess underpinning knowledge and understanding in the field of chemical engineering).

3.5.29 If the technical evidence report is assessed as satisfactory, then the applicant may proceed to technical interview.

Technical Review

3.5.30 The technical review shall be conducted by one suitably qualified and trained reviewer. They shall, normally, be an Engineer Technician with substantial experience in the discipline and shall hold a recognized professional engineering qualification recognized by IChemE. Alternatively the review may be an Incorporated Chemical Engineer or a Chartered Chemical Engineer. There is no requirement that the reviewers need to be from the same sector as the candidate because it is knowledge of application of chemical engineering principles are being determined. All reasonable steps in the selection of interviewers will be taken to ensure that potential conflicts of interest are avoided.

3.5.31 The technical review shall normally be conducted in English. The review may be conducted face to face in the work place, over video conferencing or combination. In all cases visual confirmation of the identity of the candidate is required.

3.5.32 The reviewer shall complete a summary e-report on the outcome of the review with a recommendation for each applicant.

3.5.33 If the outcome of the review is satisfactory the applicant can proceed immediately to Professional Review of competence and commitment. A copy of the assessment of the technical evidence report and the technical interview shall be made available to the Professional Review Interviewers. While the Professional Review Interview may take place back to back with the technical report assessment interview, the two processes must be separately identified and documented. The Professional Review process shall not be complete until the technical evidence report has been completed and assessed. It shall not be possible for an applicant to be successful in the Professional Review if the technical evidence report has not been assessed as satisfactory. Applicants shall in all cases be advised of the result of the assessment and IChemE shall keep a record of the results.

Initial Professional Development

3.5.34 Initial professional development is essential in the attainment of the required competence and commitment in the field of chemical engineering. It may be self-managed or take place through structured development schemes. In either case, responsibility for managing initial professional development rests ultimately with the individual.

3.5.35 IChemE shall give appropriate information and advice to potential Engineering Technicians registrants on ways in which initial professional development may be managed and recorded, and on mentoring arrangements.

3.5.36 IChemE may provide for the assessment of a portfolio of technical chemical engineering evidence presented by an individual applicant who has progressed independently towards acquiring competence and commitment in the field.

3.5.37 IChemE may accredit or approve structured vocational schemes that have as primary objective attainment of Engineering Technician registration.
3.5.38 IChemE shall develop detailed criteria and procedures which shall specify: the selection, training and approval of persons to be initial professional development accreditation assessor, and the arrangements for ensuring balance and consistency of standards among those involved; the form of the submission expected from the company or training establishment seeking accreditation; the outline programmes for accreditation visits, appropriate to the range of schemes and programmes; the detailed criteria against which the accreditation judgement will be given. These should relate to the general criteria set out in Regulation 3.5.39 below; the range of possible results from an accreditation visit; the process by which judgements and decisions are made, feedback given, and the decisions notified.

3.5.39 To be accredited, a scheme must: have clear objectives to be achieved, which demonstrably relate to the standards of competence and commitment for Engineering Technician registration; have systems to provide formative and summative assessment against these objectives; provide certification of achievement of objectives, in a way which records evidence sufficiently; have the commitment of senior and line management and be fully integrated into staff development policies; have satisfactory quality assurance arrangements.

3.5.40 IChemE may also accredit or approve integrated development schemes which combine educational programmes in the field of chemical engineering with initial professional development.

Continuing Professional Development (CPD)

3.5.41 All applicants for registration shall demonstrate how they have maintained their professional development and how they intend to meet their obligations to CPD.

3.5.42 IChemE shall establish and implement appropriate policies and practices for CPD, and in particular shall: recognise CPD as an integral part of its mission; establish and keep under review an appropriate policy; allocate responsibility and resources to carry out the policy; promote to registrants and employers the aims, importance and benefits of CPD achievements, contributing to business and individual success; guide and support registrants to achieve benefits from CPD; be aware of the needs of registrants within their technical discipline and related areas; encourage provision to meet the needs of members; monitor, through an appropriate review system, the CPD of registrants; evaluate the effectiveness of the policy.

3.5.43 IChemE shall require Engineering Technician registrants to maintain their obligations to CPD and shall require registrants to provide evidence of CPD to IChemE at an interval of every five years from initial registration.

Code of Conduct

3.5.44 Those who successfully register as Engineering Technician must abide by IChemE’s Code of Conduct. For this reason all Engineering Technician registrants are obliged to take up IChemE membership, at the Affiliate grade of Technician Member.