

# Professional Reviewer – Professional Process Safety Engineer Volunteer Role Descriptor

## 1. Reference

MQ/PRPPSE/1.2

## 2. Background

The Professional Formation Forum (PFF) oversees IChemE's professional qualifications worldwide with regards to assessment of Initial Professional Development and competency (qualification stages 2 and 3 respectively). Responsibility is delegated to PFF from Qualifications Committee, which in turn has delegated responsibility from the Board of Trustees.



**Figure 1: The three stages required for professional registration**

The Professional Reviewer role described carries out the Professional Review for candidates seeking the registration of Professional Process Safety Engineer (with or without CEng); this comprises two mandatory elements, the assessment of documentary evidence (in the form of a Competence and Commitment Report – 'C&C report'), and the interview.

Both elements of the Professional Review are conducted by two suitably qualified and trained Reviewers who are members/registrants at or above the category in which the candidate is seeking membership/registration. Interviews may be held in person, virtually or semi-virtually.

IChemE seeks to qualify candidates within three months of application – this necessitates Professional Reviewers, candidates and staff working together in accordance with a published schedule.

## 3. Duties and responsibilities

### Main duties:

- carry out the assessment of documentary evidence in isolation and then in tandem with co-Professional Reviewer within the agreed timeframe and in accordance with IChemE's guidance
- provide feedback for candidates where revision is required or where candidate is assessed as not meeting IChemE's standards
- conduct the interview with co-Professional Reviewer at the agreed time and in accordance with IChemE's guidance
- following the interview, complete a summary report with recommendation for each applicant for submission to PFF within the agreed timeframe.

### Supplementary duties:

- complete training and re-training as required
- comply with IChemE's General Data Protection Regulations (GDPR) requirements
- provide availability within scheduled assessment/interview periods upon request
- advise of any conflict of interest
- maintain a fair and consistent approach, avoiding unconscious bias
- conduct identity check of candidate during interview (virtual or face-to-face)
- submit reports within the required time using the online tool
- respond to requests for information from Standards Panel or Virtual Election Panel

## 4. Appointment method

Selection from those who have completed an application form and satisfy the role specification.

## 5. Period of appointment

Professional Reviewers are expected to serve a minimum of three years in the role.

## 6. Commitment required

- expected Professional Reviews per year: typically no more than four per year. A review may include amplifications/resubmissions updated by candidates from previously reviewed reports
- expected time commitment: approx. five hours per Professional Review (in total)
- end-to-end target review period for each application is three months and therefore process will be scheduled to meet this timescale
- training and retraining (see section 7).

## 7. Training

Initial training via online webinar followed by dummy assessments of C&C reports which are mentor reviewed. Update training will be required at least every three years.

Other standard volunteer training, eg General Data Protection Regulations (GDPR) training will be required with annual updates.

## 8. Person specification

- current Professional Process Safety Engineer at Fellow or at Member grade with at least five years post registration or a comparable level of experience
- Professional Process Safety Engineer and CEng registered
- thorough understanding of IChemE's standards and requirements (delivered via training)
- experience of interviewing in the workplace an advantage.

## 9. Others

### Benefits of volunteering:

#### Continuing Professional Development (CPD)

- benefits own CPD for longer term career development plan and to enhance professionalism in a wider context than own specific job role.
- support global early career engineers in their journey to Professional Process Safety Engineer
- maintain the global standards of chemical engineering profession and IChemE

#### Personal Development

- exposure to technical developments that may be outside of their own experience

- increased understanding on a range of process safety engineering applications in various industries.
- gain an up-to-date understanding of the formation of chemical engineers who are approaching Professional Process Safety Engineer status and its implications for the profession and their employers.

**Expenses for the activities:**

Unless agreed with the Head of Member Services in advance, expenses are not covered by IChemE for this role.

## 10. Additional details

<b>Area of interest that relates to the role:</b>	<ul style="list-style-type: none"> <li>▪ Professional Development</li> <li>▪ Membership</li> </ul>
<b>Is the role location specific?</b>	No
<b>Total number of volunteers required for this role:</b>	60
<p>To apply for this role or for further information, please contact <a href="mailto:volunteer@icheme.org">volunteer@icheme.org</a>, quoting the role and reference number at the top of this document. There is no specific closing date as recruitment is ongoing.</p>	

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Date: 22 September 2020