

Documentation and Evaluation of “Responsible Charge” Experience

Applicant Name: _____

Engineering Discipline: _____

Registration Category:

Section A – Project / Work Experience Overview

Project Title: _____

Project Location: _____

Project Duration: From ____ / ____ / ____ to ____ / ____ / ____

Total Project Value / Cost: _____

Applicant Role / Position: _____

Reporting Line: _____

Project Description (max 200 words):

Provide a brief summary of the project, including objectives, scale, complexity, and relevance to engineering practice.

Section B – Responsible Charge Demonstration

1. Leadership and Independent Judgment

Describe how you exercised leadership and independent engineering judgment on this project. Include:

- Decision-making authority over design, construction, or technical solutions
- Leadership of team(s), including engineers, technicians, and contractors
- Examples of innovative or critical technical decisions

Narrative / Evidence:

2. Accountability for Technical Outcomes

Describe your personal accountability for the success or failure of the project/work, including:

- Technical risks under your control
- Quality, safety, and regulatory compliance outcomes
- Project delivery results (budget, schedule, technical performance)

Narrative / Evidence:

3. Significant Engineering Work

Explain why the project/work qualifies as “technically significant,” addressing:

- Scale (cost, number of personnel, duration)
- Technical complexity or challenges
- Non-trivial contributions and engineering impact

Narrative / Evidence:

4. Supporting Documentation

Provide references to project documents that verify your role in responsible charge, such as:

- Project reports / technical designs you prepared
- Progress reports with your decisions highlighted
- Letters from employers or supervisors confirming your accountability

List of Attachments:

1.

2.

3.

Section C – Self-Assessment (Optional)

Provide a brief assessment of your experience in “responsible charge” and its alignment with BOETT criteria (max 150 words):

Section D – Verification by Employer / Supervisor

I, _____, in my capacity as _____ (title), hereby verify that the applicant, _____, was in responsible charge of the project described above and exercised independent judgment, leadership, and accountability as stated.

Signature: _____

Date: ____ / ____ / ____

Contact Information: _____

Section E – BOETT Evaluation (For Official Use Only)

Evaluation Criteria	Meets Criteria	Evidence / Comments
Independent judgment exercised	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Leadership demonstrated	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Personal accountability for outcomes	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Significant engineering work	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Documentation provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Overall Assessment	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable	_____

The **applicant** is required to use this **Template to provide a structured narrative** of leadership, accountability, and technical significance in order to give the BOETT evaluators a **clear framework to assess compliance** with “responsible charge” requirements.

Applicants who wish to apply for registration on the basis of **seven years** post-graduation work experience, of which two years shall be in responsible charge, shall be required to provide a complete portfolio of their works experience, as per the BOETT Registration Application requirement, in addition to Documentation of “**responsible charge**” work experience.