

Guidance Note: Documenting “Responsible Charge” Experience for BOETT Registration

Purpose

To assist applicants in demonstrating that they meet the BOETT requirement of **at least two (2) years of responsible charge** within seven (7) years of post-graduation engineering practice.

1. Understanding “Responsible Charge”

Responsible charge is **leadership plus accountability**. It requires that the applicant:

- Exercises **independent judgment** and decision-making.
- Is **personally accountable** for technical and project outcomes.
- Manages **technically significant engineering work** (non-trivial, complex, and of substantial cost or duration).

2. Duration vs. Number of Projects

- The BOETT requirement is **time-based**, not strictly project-count-based.
- **One project spanning ≥ 2 years** can satisfy the responsible charge requirement **if it demonstrates all criteria**: leadership, accountability, and technical significance.
- Multiple projects are **not required**, but providing more than one example can strengthen the application by showing breadth of experience across different contexts, teams, or technical challenges.

3. Selecting Projects

When documenting responsible charge, consider:

- **Project scale**: Cost, duration, number of personnel, technical complexity.
- **Scope of responsibility**: Design, construction, or operational oversight.
- **Opportunities to exercise judgment**: Decision-making in technical matters, problem-solving, safety, or regulatory compliance.
- **Outcome accountability**: Success/failure metrics, including budget, schedule, quality, or technical performance.

4. Evidence Requirements

For each project demonstrating responsible charge, provide:

1. **Project Description**: Scope, objectives, cost, duration, and technical significance.
2. **Role Description**: Leadership responsibilities, decision-making authority, and reporting structure.

3. **Narrative Evidence:** Specific examples of independent judgment, technical decisions, and accountability.
4. **Verification:** Letters or statements from employers, supervisors, or clients confirming responsible charge and accountability.
5. **Supporting Documentation:** Reports, designs, or technical documents that illustrate your role and decisions.

5. Practical Tips

- If one project is used: Ensure the **narrative clearly covers at least 2 years** of continuous responsible charge.
- If multiple projects are used: Each can contribute to the total of 2 years; indicate start and end dates for each.
- Highlight **diverse technical challenges and leadership situations** to demonstrate competence across contexts.
- Ensure **all evidence is verifiable** by supervisors or project documentation.

6. Summary Table

Requirement	One Project	Multiple Projects (Recommended)
Duration	≥ 2 years on a single significant project	Cumulative ≥ 2 years across projects
Breadth	May be limited to one project context	Demonstrates versatility and broader experience
Documentation	Narrative + verification + supporting documents	Same, for each project
Strongest Evidence	Complex, technically significant project	Combination of projects showing depth and breadth

Reference:

- International Professional Engineers Agreement (IPEA), Guidelines on Responsible Charge and Competency-Based Assessment, 2022.
- Best practice guidelines from international engineering regulators (UK-EC, Canada-Engineers Canada, Australia-Engineers Australia).