

# 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:

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### 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:**

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**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:**

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**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):

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## 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:** \_\_\_\_\_

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## 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	_____

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**Applicants** who wish to apply for registration on the basis of **at least two (2) years of responsible charge** within seven (7) years of post-graduation engineering practice or formal engineering education as evidenced by diplomas and/or or certificates in engineering and/or engineering subjects acceptable to BOETT, **plus twelve (12) years’** practical experience in engineering practice, 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.

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.