



GUIDANCE DOCUMENT ON EIA CONSULTANT REGISTRATION SCHEME



**DEPARTMENT OF ENVIRONMENT MALAYSIA
MINISTRY OF ENERGY, SCIENCE, TECHNOLOGY, ENVIRONMENT & CLIMATE
CHANGE (MESTECC)**

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ABBREVIATIONS

CPD	Continuous Professional Development
CePEIA	Certified Environmental Professional in EIA
CePIETSO (BP)	Certified Environmental Professional in The Operation of Industrial Effluent Treatment Systems (Biological Processes – Activated Sludge Process)
CePIETSO (PCP)	Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (Physical Chemical Processes)
CePBFO	Certified Environmental Professional in Bag Filter Operation
CePSO	Certified Environmental Professional in Scrubber Operation
CePSTPO	Certified Environmental Professional in Sewage Treatment Plant Operation
CePSWaM	Certified Environmental Professional in Scheduled Waste Management
CePPOME	Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent
CPESC	Certified Professional in Erosion and Sediment Control
CePLTPO	Certified Environmental Professional in Leachate Treatment Plant Operation
CESSWI	Certified Erosion, Sediment and Storm Water Inspector
CiSEC	Certified Inspector of Sediment and Erosion Control
CLM	Contaminated Land Management
DOE	Department of Environment, Malaysia
EiMAS	Environment Institute of Malaysia
EQA	Environmental Quality Act 1974
EIA	Environmental Impact Assessment
LDP2M2	Land Disturbance Prevention Pollution Mitigating Measures

1.0 INTRODUCTION

As required under Section 34A (2), Environmental Quality Act 1974 the section emphasises on the requirement which specifies that any person intending to carry out any prescribed activity shall appoint a QUALIFIED PERSON to conduct an environmental impact assessment study and to submit a report thereof to the Director General in the manner as the Director General may describe. The Department of Environment (DOE) is committed to raising the standards of professional knowledge and skills in the area of environmental impact assessment. This document provides guidance to assist the applicant to assess their eligibility for successful registration and complete the necessary registration requirements.

2.0 WHY REGISTER

2.1 Legal Requirement

As of 1st June 2007, any individual intending to be involved in any EIA study must be registered under the EIA Consultant Registration Scheme under Environmental Quality Act 1974. Only the qualified person which register with DOE are allow to conduct an Environmental Impact Assessment study (EIA) in Malaysia. Those who not registered under this scheme will not allow to conduct any EIA study.

2.2 Purpose and Benefits of Registration

This registration scheme intends to improve the standard of professionalism among the EIA consultants by ensuring that they have the minimum qualifications and skills required to conduct the EIA study. It also provides an efficient and effective means by which developers, and consultancies can demonstrate to the interested parties that their individual staff are professional, adequately qualified, trained and experienced. The registration scheme assists in establish a career path for those involved in the EIA field.

3.0 REGISTRATION CATEGORIES

The registration scheme is open to any qualified individual. There are three (3) categories of registration under this scheme, namely the Assistant Consultant, Certified Environmental Professional in EIA (CePEIA) and Subject Consultant. Applicants may only apply for the specific category which appropriate with their academic qualifications, skills and experiences.

3.1 Categories of Registration

3.1.1 Assistant Consultant

A person who is registered as Assistant Consultant is consider has a good knowledge in EIA study and procedure. Assistant consultants are individuals involved in EIA studies at the trainee level. Assistant Consultants must work under the supervision of a registered CePEIA or Subject Consultant.

3.1.2 Certified Environmental Professional in EIA (CePEIA)

CePEIA is an experienced individual who has been actively participating in the EIA study. A person that certified as CePEIA is considered to have deep knowledge and skills in the field of EIA study and understand the environmental regulation. A person who is registered as CePEIA has the ability to obtain a good quality of EIA reports.

3.1.3 Subject Consultant

A person who is registered as a subject consultant is considered to have profound knowledge, possessing extensive expertise and experience in the specific field of study or also recognized by an accredited body. A person who is registered as a subject specialist has the ability to obtain a good finding in EIA study according to his or her expertise.

3.2 Area of Expertise

3.2.1 Assistant Consultant

Assistant consultant will not be registered in any area of expertise. Assistant Consultant career development will be depends on the training he/she obtained under the supervision of CePEIA

3.2.2 CePEIA

There are three functional areas are offered under the registration categories of Certified Environmental Professional In Environmental Impact Assessment (CePEIA) as shown in Table 1.0. Application for CePEIA are allowed to choose maximum TWO (2) functional area only. The areas of expertise must be suit with the academic qualifications, skills and experiences. The Registration Committee could decide and advise on the areas of expertise that may suitable to the applicant. Evidence in the form of verified certificates must be submitted with the application. Applicant must obtain sufficient formal training in the areas of expertise which selected to ensure sufficient knowledge, skills and experience.

Table 1.0 Area of Expertise

Functional Area	Area of Expertise	Scope of Studies
Water Pollution Control	Water Quality Monitoring	<ul style="list-style-type: none"> Water quality monitoring and baseline assessment.
	Water Quality Modelling	<ul style="list-style-type: none"> Water quality modeling
	Soil Erosion And Sedimentation	<ul style="list-style-type: none"> Soil Erosion and Sedimentation analysis. Design Land Disturbance Pollution Prevention and Mitigation Measure (LDP2M2) Plan. Hydrology
	Water Pollution Control Technology (Sewage / Leachate / Effluent)	<ul style="list-style-type: none"> Design of waste water treatment plant. Performance monitoring.
Air Pollution Control	Air Monitoring	<ul style="list-style-type: none"> Air quality monitoring and baseline assessment.
	Air Quality Modelling	<ul style="list-style-type: none"> Air quality modeling
	Air Pollution Control Technology	<ul style="list-style-type: none"> Design of air pollution control Performance monitoring
	Noise and Vibration Monitoring	<ul style="list-style-type: none"> Noise monitoring and baseline assessment
	Noise and Vibration Quality Modelling	<ul style="list-style-type: none"> Noise quality modeling
	Noise and Vibration Pollution Control Technology	<ul style="list-style-type: none"> Noise pollution control technology and design
	Risk Assessment	<ul style="list-style-type: none"> Qualitative and Quantitative Risk

		Assessment
Waste Management	Contaminated Land Monitoring	<ul style="list-style-type: none"> • Contaminated land monitoring
	Process Recovery Of Schedule Waste	<ul style="list-style-type: none"> • Recovery technology and design
	Schedule Waste Pollution Control Technology	<ul style="list-style-type: none"> • Toxic and hazardous waste control technology and design
	Schedule waste management	<ul style="list-style-type: none"> • Handling and managing schedule waste
	Solid waste	<ul style="list-style-type: none"> • Solid waste characterization study • Biomass management • Solid waste management • Landfill design

3.2.3 Area of Expertise for Subject Consultants

Subject Consultant is allowed to choose only ONE area of expertise. For areas which are not listed in table 2.0, applicant may also apply for the registration. However, approval will subject to academic qualification, training and experience of the applicant.

Table 2.0 Area of Expertise for Subject Consultants

Area of Expertise	Scope of Studies
Geology	<ul style="list-style-type: none"> • Soil • Geotechnical • Geology
Land	<ul style="list-style-type: none"> • Land use • Geology
Aquatic Ecology	<ul style="list-style-type: none"> • Fish & Invertebrates • Macrobenthos • Phytoplankton • Zooplankton • Aquatic Insects • Macrophytes
Forestry	<ul style="list-style-type: none"> • Forest Management • Terrestrial Ecology • Mangrove
Terrestrial Fauna	<ul style="list-style-type: none"> • Mammals • Amphibian • Reptiles • Insects • Avifauna
Others	<ul style="list-style-type: none"> • Social Impact Assessment • Health Impact Assessment • Marine Traffic Assessment • Marine Risk Assessment • Fishery Impact Assessment • Traffic Impact Assessment • Radiological Impact Assessment

4.0 ROLES AND RESPONSIBILITIES IN EIA STUDIES

The roles and responsibilities of the Assistant Consultant, CePEIA, Subject Consultant and Project Developer are described in this section. A team leader who is CePEIA registered, must be appointed in every EIA study. The EIA study team must comprise at least TWO (2) CePEIA which is related to the scope of EIA study and any number of Subject Consultant.

4.1 Certified Environmental Professional in EIA(CePEIA)

CePEIA is the key person who is entrusted with the responsibilities for ensuring environmental impacts from a project are correctly identified, assessed and mitigated. The roles and core duties of CePEIA include the following:

- i. Preparing the Terms of Reference (TOR) for EIA study of a project proposal;
- ii. Performing quality control (QC) to ensure the quality of EIA Report meets the requirements of DOE and any specific Environmental Impact Assessment Guidelines;
- iii. Preparing and defending the EIA Report of the project
- iv. Advise on the steps and actions to mitigate potential or existing negative impacts of the activities;
- v. Ensure the report and recommendations do not contain any false or misleading information.

4.2 Subject Consultant

Subject Consultant is a person who is an expert or an experienced professional in a specific field and has a wide knowledge of the **subject** matter. Duties of Subject Consultant include the following tasks:

- i. Conducting the specific studies and/or assessment due to his/her subject specialization based on the scope of study or approved TOR;

- ii. Preparing and defending the EIA report especially on the specific fields of the subject matter he/her specialized; and
- iii. Ensure the report and recommendations do not contain any false or misleading information.

4.3 Assistant Consultant

Assistant Consultant must carry out the task under the supervision of CePEIA or Subject Consultant. Duties of Assistant Consultant include the following tasks:

- i. To assist in preparing the Terms of Reference (TOR) for EIA study of a project proposal;
- ii. To assist in preparing the EIA Report of a project proposal; and
- iii. Conducting sampling and data collection for the EIA Study.

4.4 EIA Team Leader

Only CePEIAs with more than 5 years' experience are qualified to be appointed as study team leader. Team leader, as a competent and experienced CePEIA must be able to provide guidance for the team members on the direction of EIA study or assessment required and conduct the overall check with regards to the adequacy and the quality of the report. The team leader will have the following tasks:

- i. To select the team members. Member must be selected based on the expertise required related with the type of impact from the project activity. The team leader is responsible for ensuring the selected team members are sufficiently competent to conduct the relevant study;
- ii. To lead the scoping exercise for the proposed study. Scoping exercise shall include thorough discussion with all team members and other interested parties;
- iii. To coordinate and assign tasks to team members; and
- iv. To be responsible over the quality control aspects of the report, in terms of information coordination and report presentation.

4.5 EIA Team Members

All EIA study team members are responsible for the contents of the EIA reports. However, the team leader must supervise the work produced by the team. Editing of the report, in terms of language and clarity may be undertaken by any team member deemed to be competent.

4.6 Project Proponents

Project Proponents shall carefully appoint registered consultants to conduct EIA study. Selection shall be based on competency and experience of the consultant. Project Proponent shall provide relevant specific information about his proposal e.g.; proposed project concept and specific or unique industrial process to assist the study team. Any information that may influence the assessment and study findings must be provided. The project proponents shall read the report and acknowledge that he or she understands and agrees with the proposed mitigating measures indicated. The developer however, shall never influence the study findings.

5.0 HOW TO REGISTER

5.1 New Registration

This section contains the registration requirements for the Assistant Consultant, CePEIA, and Subject Consultant. Table 3.0 present the details requirements for the registration. The Applicant may apply by using application form as attached in Appendix 1.

Table 3.0 Registration requirements for Assistant Consultant, CePEIA and Subject Consultant

Criteria	Assistant Consultant	CePEIA	Subject Consultant
General Requirement	Has attended the Induction Course organised by EIMAS and passed examination.	Has attended the Induction Course organised by EIMAS and passed the Induction Course examination.	Not Applicable
Attend the Course Code of Ethics	-	Required	Required
Academic Qualification	Diploma in Science, Technology or Engineering Degree in Science, Technology or Engineering. Applicants with other non-technical or Science degree may only work within their academic specialization	Minimum degree of university qualification recognized under the MQA (Malaysia Qualification Agency) that covers the three (3) functional areas namely: 1. Air Pollution Control 2. Water Pollution Control 3. Waste Management. Further information verifying the 3 functional area must be provided (e.g. transcript or academic record).	Degree with minimum 7 years of working experience in the selected field OR Master Degree with minimum 5 years of working experience in the selected field OR PhD with minimum 3 years of working experience in the selected field
Environmental Management	Minimum 1 year experience in Environmental Management	Minimum 7 years' experience The experience may include any of the following: Participation in TOR preparation for EIA <ul style="list-style-type: none"> • Participation in EIA study • Participation in Environmental 	Not required

Criteria	Assistant Consultant	CePEIA	Subject Consultant
		<p>Assessment or Site Assessment</p> <ul style="list-style-type: none"> • Participation in preparation of EMP • Involvement in preparation of any EIA guidance documents or any other environmental and technical guidelines • Study or research related to the consultant's expertise • Participation in preparation of Land Disturbance Prevention Pollution Mitigating Measures (LDP2M2) • Participation in environmental modeling • Participation in environmental statistic • Participation in environmental monitoring • Participation in any environmental discipline 	
Years in EIA Experience	Not required	Minimum 5 years experience in EIA	Not required
Minimum number of Completed EIA Reports	Not required	5 reports	Not required
Core competencies	<ul style="list-style-type: none"> • Attendance of formal EIA training (evidence to be provided) • Basic understanding of EIA processes (e.g: scoping, screening, impact assessment, mitigating measures, monitoring, report writing, preparation of EMP, project management skills) • Basic understanding of environmental & planning regulations in Malaysia. 	<ul style="list-style-type: none"> • Attendance of formal EIA training (evidence to be provided) • Sufficient understanding of EIA processes (e.g: scoping, screening, impact assessment, mitigating measures, monitoring, report writing, preparation of EMP, project management skills) • Sufficient understanding of environmental & planning regulations in Malaysia. <p>Note: Evidence on the expertise (core competencies) in the form of certificates or examination results must be submitted together.</p>	<ul style="list-style-type: none"> • Must be highly competent in the selected field (evidence to be provided). • Subject Consultant must be able to perform detailed study and detailed assessment which may include modelling

5.2 Renewal Registration

This section contains the requirements for renewal registration for CePEIA and Subject Consultant. Assistant consultant is not required to renew their registration. Although, they can be deregistered if they fail to adhere Code of Practice. Assistant Consultants are encouraged to enhance and improve their knowledge and skill by attending the formal courses and trainings that organized by recognized body.

Renewal of registration will not be granted, unless all requirements for renewal are fulfilled. However, final decision will be made by the Registration Committee appointed by the Director General of Environment. Application for Renewal must be made three (3) months before the expiry date of the registration. Failure to renew the application of CePEIA and Subject Consultant, will cause the termination of registration. Continuing Professional Development must be recorded in log book/log sheet (Refer Appendix 5: CPD Log Sheet) and also be recorded with the National Registry of Certified Environmental Professionals (NRCEP) Scheme. Table 4.0 present the renewal requirements for the CePEIA and Subject Consultant.

Table 4.0 Requirements for Renewal

Requirements for Renewal	CePEIA	Subject Consultant	Assistant Consultant
Renewal	Every three years	Every three years	Not Required
Minimum number of actual EIA reports to be submitted every year.	Not Required	Not Required	
Minimum number of EIA Qualifying Experience in 3 years	3 years	Not Required	
Continues Professional Development, CPD	50 hours per year	20 hours per year	
Continuous Evaluation Process	Demonstrate Satisfactory performance	Demonstrate satisfactory performance	
Renewal fee	RM 300	RM300	

5.2.1 EIA Qualifying Experience

EIA qualifying experience is required to confirm that a consultant has sufficient experience to be registered as a qualified person. Acceptable activities qualifying for EIA experiences are:

- i. Participation in TOR preparation for EIA;
- ii. Participation in EIA study;
- iii. Participation in Environmental Assessment or Site Assessment;
- iv. Participation in preparation of Environmental Management Plan (EMP);
- v. Involvement in preparation of any EIA guidance documents or any other environmental and technical guidelines; and
- vi. Study or research related to the consultant's expertise

All EIA qualifying experiences must be recorded for new and renewal applications.

5.2.2 Commitment to Continuing Professional Development (CPD)

Continuing professional development is important because it ensures the individuals continue to be competent in their profession. It is an ongoing process and continues throughout a professional's career. Registered individuals should develop their personal attributes and skills by:

- i. Ensuring that their knowledge of EIA and impact assessment techniques are the current best practice;
- ii. Ensuring that their knowledge of environmental laws, regulations and procedures are current;
- iii. Undertaking refresher training where necessary; and
- iv. Ensuring that their experience in the execution of relevant EIA works are current and maintained.

Generally, there are five (5) categories of activities accepted for CPD :

i) Related Structured Training

ii) Related Meetings

iii) Conducting Training

iv) Publications

v) Self Study

Course, workshop and training providers must obtain approval from DOE for CPD hours. CePEIA and Subject consultant should refer to the latest Guidelines on Continuing Professional Development (CPD), published by DOE for further clarification. Application for attend training programs organised by EiMAS could be downloaded from DOE or EiMAS website. Further information refer to the CPD guidelines for EIA consultant.

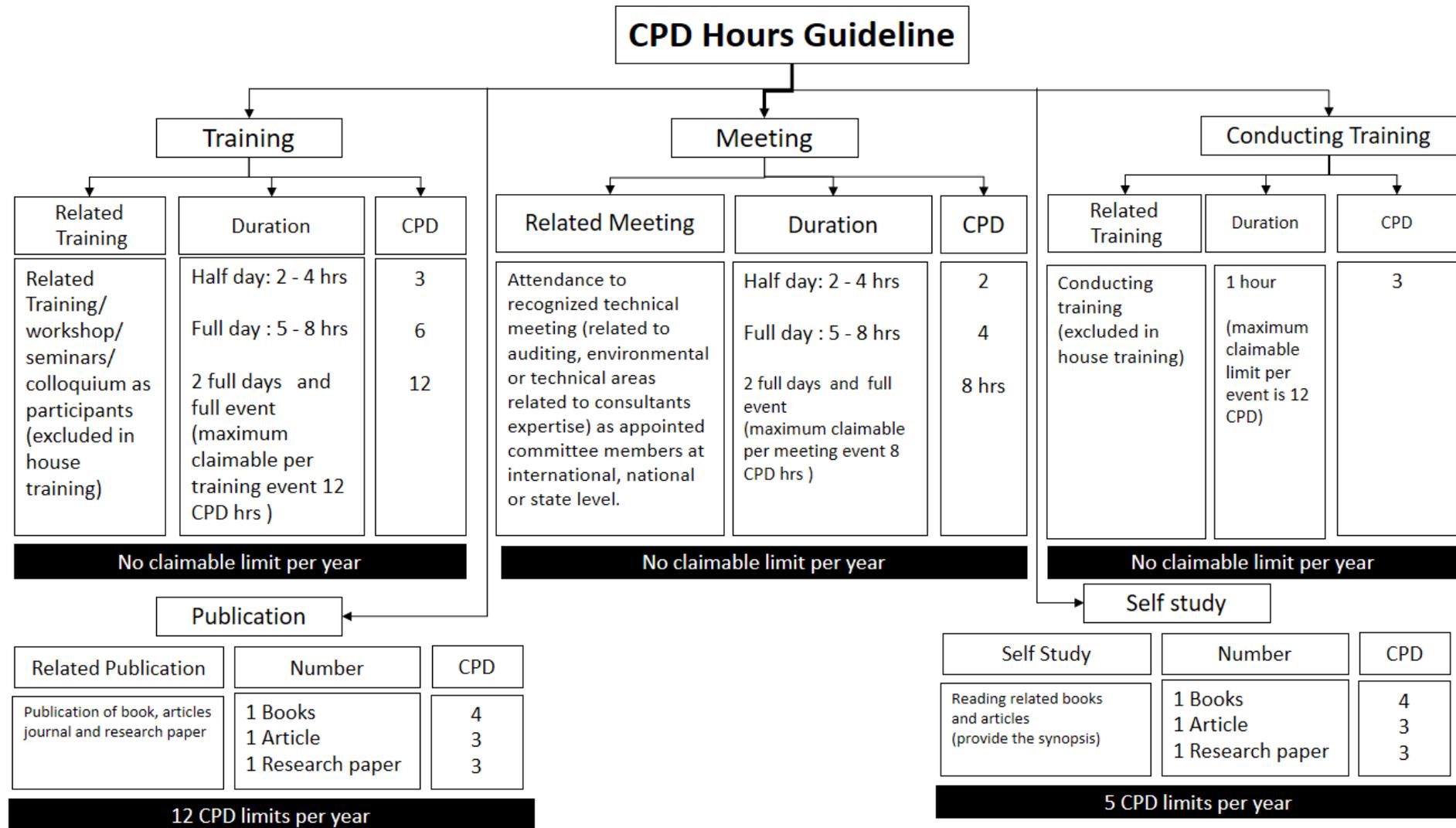


Figure 1.0 CPD Hours Guideline

5.2.3 Continuous Evaluation Process

Continuous Evaluation Process is introduced with the objective to provide constant evaluation on the consultants' performance. Desk officers (DOE officers) for the EIA report will provide their comments on study team members' performance. To ensure fair and uniform assessment, all EIA processing officers will be trained to carry out the evaluation using a set of criteria and guidelines. All comments will be channeled to the Secretariat, and will be used for renewal purpose.

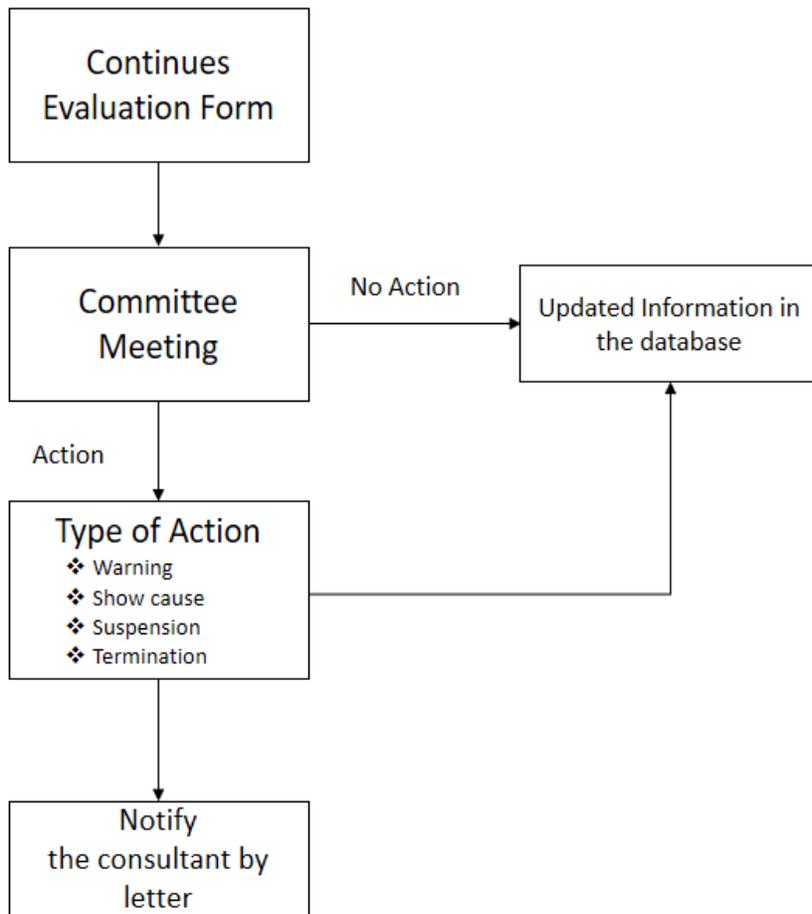


Figure 2.0 Continues Evaluation

5.3 Registration Upgrade

All registered individuals are required to keep personal log of relevant experience and training, which must be either signed by their employer or client, or be substantiated by documentary proof. Any Assistant Consultant which is meet the requirement to upgrade their registration to CePEIA need to make new application under the CePEIA category.

5.4 Registration Documents

Further information to support the registration are required. The evidence shall be in the form Portfolio of Work, Referee Assessment (at least two referees), detailed curriculum vitae, publications, citations, reports, etc. that the candidate is respected, competent, ethical and active member of the profession.

5.4.1 Portfolio of Work

Applicants for the CePEIA category must submit a Portfolio of Work including five of the most relevant EIA reports previously. The portfolio must be submitted according to the format provided in Appendix 2: Portfolio of Work. The portfolio must highlight the selected areas of expertise. Subject Consultants are also required to submit a Portfolio of Work indicating the work they have been involved related to the field of expertise. Format for Portfolio of Work for subject consultant is same as CePEIA but excluded covered of EIA report experiences. Subject Consultant mudt provide relevant section or summary of his work.

5.4.2 Referee Reports

Referee reports must cover the applicant's skill and attributes as they are specifically related to EIA practice, ethics and professional integrity, and must be completed on the official DOE Referee Assessment Form available at the DOE's website. Applicants will

need to fill in basic information in Appendix 4 Form B: Referee Assessment and submit it to the referee. The referee is required to submit the completed Form B directly to the DOE. The applicants must include information on referees' qualification, employment and relationship to the applicant.

i. Academic Qualifications

Evidence of the educational qualification certified true copies is required. Below are the suggested authorized signatories:

- i. Group "A" Government Officer; or
- ii. Lawyer

ii. Detailed Curriculum Vitae (CV)

The applicants must provide CV that shows detailed and describe experience, roles and responsibilities, skills, outcomes, achievements, citations, presentations, etc.

iii. Statutory Declaration

All applicants are required to sign a statutory declaration that the materials they have provided are accurate and complete in the presence of an appropriately authorised witness authority (Please refer Appendix 1).

5.5 Registration Fees

The processing fee will not be refunded if the applicant fails to meet the criteria for a particular category. The Registration Committee will record details of the application in the EIA database.

Table 5.0 Registration Fee Structure

CATEGORY	REGISTRATION FEE	RENEWAL
CePEIA	RM 3500	RM 300/year
Subject Consultant	RM 300	RM 300/year
Assistant Consultant	RM 400	Not required

Note:

- a) *CePEIA shall pay RM 3500 one off for the registration course.*
- b) *Payment in the form of cheque/Money Order/ Poster Order must be made payable to the Director General, Department of Environment.*
- c) *Applicant for CePEIA and Subject Consultant category shall pay the fee for both categories; however, application may be submitted in the same form. For portfolio of work, applicant may choose to submit two separate documents or one single document.*
- d) *Registration fees are subject to change as determined by the Committee.*

5.6 Confidentiality

All information and material submitted to the DOE is confidential. However, for the purpose of ensuring the provision of correct information to potential users, such as project developers, the DOE may publish relevant information on the registration scheme's website.

5.7 Professional Indemnity Insurance

DOE encourages all registered individuals to obtain their Professional Indemnity Insurance. Professional indemnity insurance, often referred to as professional liability insurance or PI insurance, covers legal costs and expenses incurred in your defense, as

well as any damages or costs that may be awarded, if consultants are alleged to have provided inadequate advice, services or designs that cause client to lose money.

5.8 Registration Process

The application shall be sought and process in batches. The Department of Environment shall announce the opening and closing date of the registration in the website. The applicant shall ensure that all parts in the Application Form (refer to Appendix I) are completed and signed where indicated. Failure to follow the requirements may lead to the delay in the processing of the application. Download the relevant form from DOE website and send the hardcopy to the address below together with the:

Secretariat

EIA Consultants Registration Scheme

Assessment Division, Department of Environment

Level 2, Podium 3, Wisma Sumber Asli

No. 25, Persiaran Perdana, Precinct 4, 62574 PUTRAJAYA

Tel:03 – 8871 2000, Fax:03 – 8889 1045

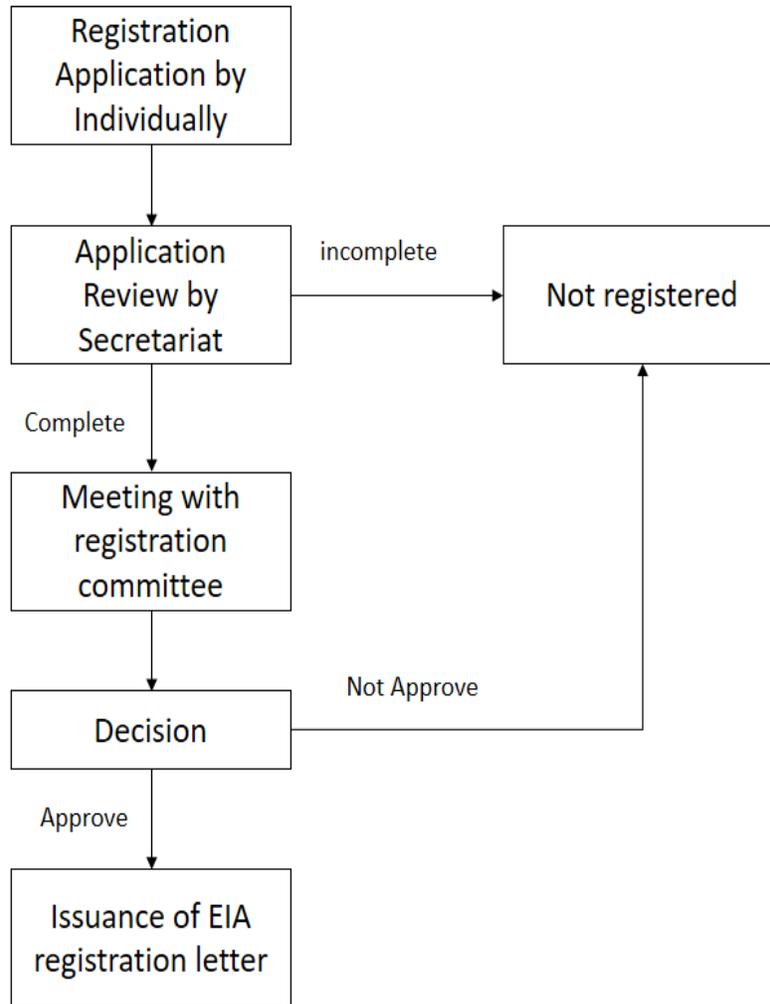


Figure 3.0 Registration Process Flow

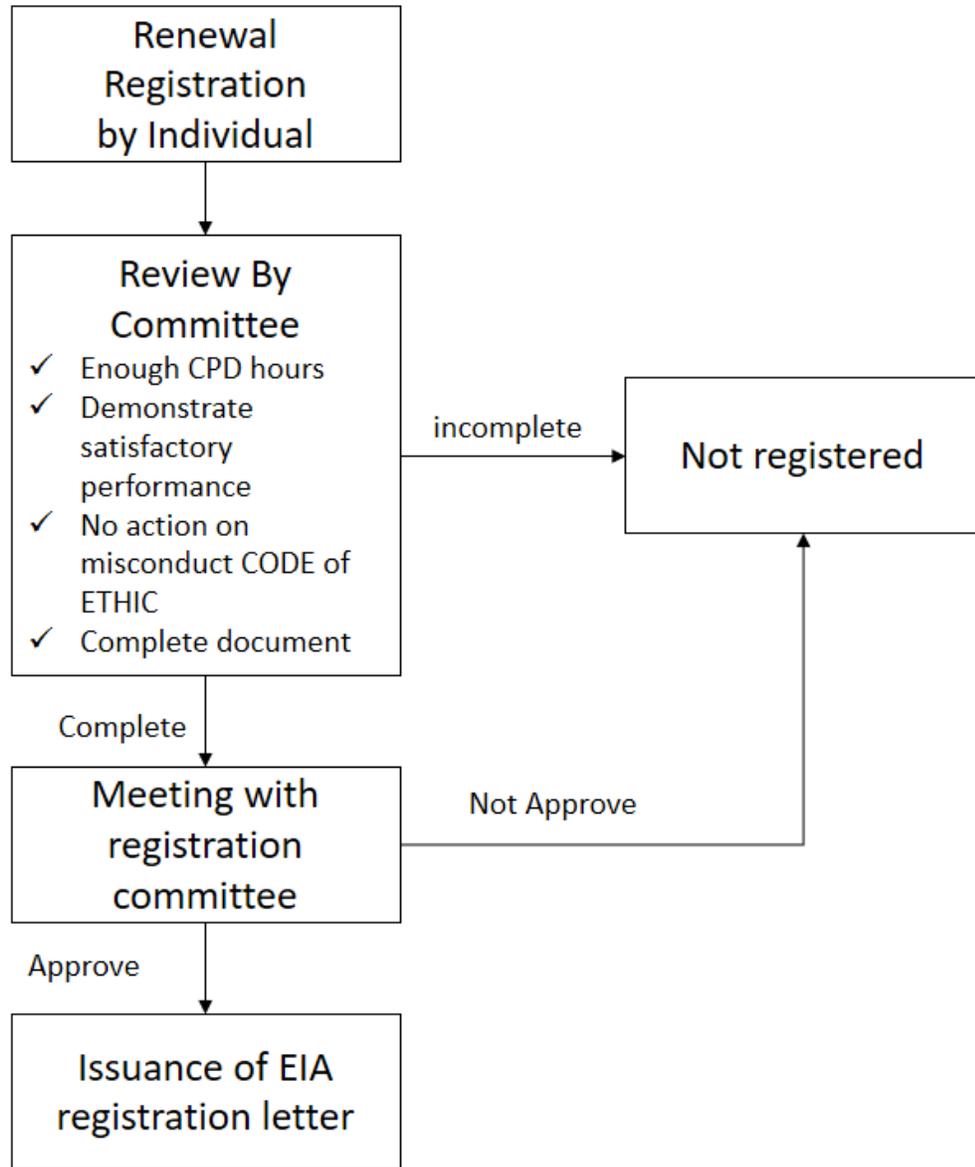


Figure 4.0 Renewal Process Flow

5.9 Referees

Applicant must nominate **TWO (2)** environmental professionals who are willing to act as referees. To increase the chance of successful registration, the applicant must carefully select the referees. The referees should be familiar with the applicant's skill and attributes, and can verify his/her capabilities, skills, knowledge and experience. As a general guideline, suitable referees can be individuals that:

- i. Have good reputation in the field of environmental management;
- ii. Were the applicant's previous employer or supervisor, preferably in the area of environmental management or the area of his expertise;
- iii. Field that the applicant's current employer or supervisor; and
- iv. Have known the applicant professionally for a minimum of three (3) years.

The two nominees are required to complete the Form B: Referee Assessments (see Part O)

5.10 Registration Committee

Secretariat for EIA Registration Scheme should be referred to the EIA Competency Section in Assessment Division, DOE Putrajaya. The Registration Committee shall administer the registration activities efficiently, professionally and transparently. The following section explains the duty of the committee.

5.10.1 Administration & Finance Committee

The committee will be responsible on the followings:

- i. General administration of registration process,
- ii. Assessment of the application related to experience, proficiency and ethical conduct;
and
- iii. To determine the registration fees.

5.10.2 Examination, Interview and Training Committee

Examination, Interview and Training Committee will be chaired by Director of EIMAS. The member of the committees is appointed from Subject Matter Expert.

- i. Prepare and conduct the Induction and Code of Ethic training module;
- ii. Promote the Continues Learning and Training

5.10.3 Registration, renewal and Appeal Committee

- i. Make recommendations for issuance of certificates;
- ii. Review renewal application, committee may refuse to renew if applicants failed to satisfy any conditions as determined;
- iii. Consider and decide whether applicant appeals have established grounds for appeal according to procedures;
- iv. Gather evidence and to decide, on the basis of information, whether an appeal should be upheld or rejected.

5.11 Post Nominal

Upon registration, the CePEIA registration number “CePEIA xxxx” shall follow the Consultant’s name to indicate his/her recognised of professional proficiency in environmental impact assessment.

5.12 Appeal

In cases where application is not approved, the applicants could appeal by in writing a formal letter to the secretariat. The appeal must be received by the Secretariat within **1 MONTH** from the date of rejection letter issued by the DOE.

6.0 CODE OF PRACTICE

All applicant must sign and agree to abide by Code of Practice, which is designed to ensure that the registered individuals act in an ethical and professional manner. All registered individuals shall comply and adhere to the following Code of Practice elements.

6.1 Elements of Code of Practice

Code of Practice include the following elements:

- i. Upholding of the Environmental Principles
- ii. Integrity
- iii. Professionalism
- iv. Competency

All applicants must sign and agree to abide by the Code of Practice, which is designed to ensure that registered individuals act in an ethical and professional manner. All registered individuals shall comply and adhere to the elements outlined below:

6.1.1 Upholding of the Environmental Principles

Advocate:

- i. The integrity of the natural environment and the health, safety and welfare of the Malaysian community and future generations as being central to environmental practice;
- ii. The protection of environmental values and the mitigation of environmental harm, based on objective scientific and technical knowledge; and
- iii. The environmental practice to uphold the Malaysian National Policy on Environment.

6.1.2 Integrity

- i. Honest, trustworthy and not to accept and/or offer any inducement, commission, gift or any other benefit from any party;

- ii. Respect obligations of confidentiality and privacy in accordance to the Malaysian laws;
- iii. Avoid or manage any conflicts of interest, and make all relevant parties aware when there is such a conflict.

6.1.3 Professionalism

- i. Promote and provide leadership in the adoption of high standards of environmental practice consistent with the Malaysian National Policy on Environment;
- ii. Contribute to the development and maintenance of knowledge on environmental practice and standards of professional competence;
- iii. Support others in their development as environmental practitioners; and
- iv. Shall not advertise or represent services, or those of another, in a way that may bring discredit to the profession in any manner.

6.1.4 Competency

- i. Shall only practice and offer services in functional areas and specializations in which one is appropriately qualified, experienced and competent;
- ii. Shall comply with all applicable governing laws and statutory requirements, and actively discourage non-compliance by others;
- iii. Respect the contribution of other professionals and collaborate in multi-disciplinary approaches;
- iv. Shall be diligent in practice, providing accurate, up-to-date, objective, impartial and unbiased advice;
- v. Be prepared to explain work and conclusions drawn and provide the evidence on which the work is based; and
- v. Continuously update and develop skills including that of subordinates through relevant professional development as a basis for competent practice.

6.2 Managing Breach of Code of Practice

DOE will pro-actively respond to all formal complaints lodged regarding possible or alleged breaches of the Code of Practice by registered consultants. Complaint could be received from continues evaluation form filled by DOE officer, formal email and letter. Every formal complaint lodged regarding the possible or alleged breaches of the Code of Practice will be investigated by a special investigative team set up by the DOE which shall conduct the investigation swiftly and free from bias. As a general rule, it is important to remember that no registered consultant should be dismissed or punished for misconduct unless the registered member's concern has been given an opportunity to defend himself/herself or an opportunity to be heard.

6.3 Issuance of a Show Cause Letter

The following guidelines only deal with managing alleged breaches of the Code of Practice.

- i. If an investigation reveals that there are merits to such complaints of possible or alleged breaches of the Code of Practice by its registered consultants, the DOE shall issue a show cause letter to the consultants and such letter shall state the allegations of the misconduct clearly and precisely. This letter is to call for an explanation for the alleged misconduct and to allow the registered member to defend or explain the situation, as well as to state why the registered member believes disciplinary action should not be taken. A timeline to respond to such letter must be stipulated in the show cause letter.
- ii. If the explanation is acceptable or satisfactory, no punishment should be imposed. However, if the registered member fails to respond and/or if the explanation is unacceptable, the DOE can either (a) take disciplinary action; or (b) if it feels the allegations are serious enough to warrant it, issue a notice of a domestic inquiry.

6.4 Issuance of Notice for Domestic Inquiry

The Notice of Domestic Inquiry should comprise the following

- i. Specific charge which states the type of offence, the date, the time and place where the offence took place;
- ii. Details of the domestic inquiry (ie: date, time and place); and
- iii. Inform the registered member his/her right to bring along witnesses or any documentary evidence, if any.

6.5 Deregistration and Suspension

Registered individuals can be deregistered or suspended if they fail to abide with the Code of Practice or fail to fulfil the minimum requirements of CPD and qualifying EIA experience or other reasonable grounds. The committee set up under the Registration Scheme shall make the final decision. In a case of deregistration, individual can apply new registration after two years of the issuance of the deregistration letter. Any CePEIA and Subject Consultant that fails to renew within two (2) years after expiry, shall be removed from the system and required to new registration. Suspension under this scheme could be revoke only if the Director General is satisfied with the corrective action made to the incompliance to the Scheme for Certified EIA Consultant in Malaysia.

6.6 Appointment of Panel for Domestic Inquiry

The panel members must consist (odd number of persons) of people who are neither directly nor indirectly connected to the matter. Panel members should be employees of DOE who are, in comparison, of a higher rank or seniority than the registered member. To ensure that the domestic inquiry is conducted adequately, the chairman of the panel should have some knowledge of the domestic inquiry process. A prosecutor shall also be appointed from the DOE which shall be from the DOE investigative team.

The domestic inquiry proceedings shall be carried out similar to a court trial which comprises the following stages applicable to the DOE and the registered member:

- Examination-in-chief;
- Cross-Examination; and
- Re-Examination

At the conclusion of the hearing, the panel will discuss and study the evidence given by both parties. Thereafter, the panel will make a finding as to whether the registered member is guilty of the misconduct. If the registered member is guilty, the panel may decide on which disciplinary action should be taken, including but not limited to:-

- i. Suspension of Membership; or
- ii. Expulsion.

In order to ensure the legality of any punishments imposed on any registered members pursuant to such proceedings, it is recommended that such punishments to be expressly stipulated under the proposed regulations to be enacted pursuant to the EQA 1974 to govern the conduct of its registered consultant.

APPENDIX 1- APPLICATION FORM

Telephone No:	Telephone No:
Mobile No.:	Fax No.:
Email <i>Eg: sarah@gmail.com</i>

SECTION B – PAYMENT METHOD

<input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Bank Draf	<input type="checkbox"/> Online payment <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque Cheque No : <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 15px; vertical-align: middle;"> <tr> <td style="width: 15px; height: 15px;"></td> </tr> </table>										

Please ensure cheque payable to XXXXXXXX. Account No : (xxxxxbank Bangi)

SECTION C - SELECTION AREA OF EXPERTISE

**Applicant is only allowed to only choose maximum two functional areas*
***Applicant is only allowed to choose area of expertise and scope of studies base on his/her expertise that gained from verified academic qualification, formal training and working experiences.*

*Functional Areas	**Area of Expertise	**Scopes of studies	Tick (/)	
Water Pollution Control	Water quality monitoring	Water quality monitoring and baseline assessment		
	Water quality modeling	Water quality modeling		
	Soil erosion and sedimentation		Soil erosion and sedimentation analysis	
			Land disturbance Pollution Prevention and Mitigation Measures (LDP2M2 Plan)	
	Water Pollution Control Technology (sewage /leachate/effluent)		Design of waste water treatment plant	
Performance monitoring				
Air	Air Monitoring	Air quality monitoring and baseline assessment		
	Air Quality Modelling	Air quality modeling		
	Air Pollution Control Technology		Design air pollution control	
			Performance monitoring	
	Noise and Vibration monitoring	Noise and vibration quality monitoring and baseline assessment		
	Noise and vibration modelling	Noise and vibration modeling		
	Noise and Vibration Pollution Control Technology	Noise pollution and vibration control design		
Risk Assessment	Qualitative Risk Assessment Quantitative Risk Assessment			
Waste Management	Contaminated Land Monitoring	Contaminated land monitoring		
	Process Recovery of schedule waste	Recovery technology and design		
	Schedule waste pollution control technology	Toxic and hazardous waste control technology and design		
	Schedule waste management	Handling and management of schedule waste		
	Solid waste		Solid waste characterization study	
			Biomass management	

		Solid waste management	
		Landfill design	

SECTION D - ACADEMIC QUALIFICATIONS

**Please enclosed copies of certificates and official transcript.*

Name /Course Title	Name of University/Campus	Period of Study	Year of Study	
			From	To

SECTION E – MEMBERSHIPS OF PROFESSIONAL BODIES

**Please enclosed copies of certificates and official transcript.*

Professional Body	Official Abbreviations	Current Membership Level	Data Current Level Achieved

SECTION F1 - COMPETENCY COURSE FROM INSTITUT ALAM SEKITAR MALAYSIA (EIMAS)

No	Name/Course Title	Date Certified	Certificate No.
1	Course for Certified Environmental Professional in The Operation Of Industrial Effluent Treatment Systems (Biological Processes – Activated Sludge Process)		
2	Course for Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (Physical Chemical Processes)		
3	Course on Certified Environmental Professional In Bag Filter Operation (CePBFO)		
4	Course on Certified Environmental Professional In Scrubber Operation (CePSO)		
5	Course for Certified Environmental Professional in Sewage Treatment Plant Operation – CePSTPO		
6	Course On Certified Environmental Professional In Scheduled Waste Management (CePSWaM)		
7	Course for Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent (Pond Processes)		

	(CePPOME)		
8	Course on Certified Professional in Erosion and Sediment Control (CPESC)		
9	Course on Certified Erosion, Sediment and Storm Water Inspector (CESSWI)		
10	Others courses attended organized by EiMAS....		

SECTION F2 - OTHERS COURSE RELATED EIA REGISTERED AREA
The applicant should attached a copy of certification for each courses attended

No	Name/Course Title	Date	Area (Air/Water/Waste) OR Specialist Area

SECTION G: ENVIRONMENT MANAGEMENT EXPERIENCE
(5 YEARS EXPERIENCES NEED FOR THE REGISTRATION AS CONSULTANT)

i. Participation in Term of Reference (TOR) preparation for Environmental Impact Assessment (EIA) Study

No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email

ii. Participation in Environmental Impact Assessment (EIA) Study – minimum 5 EIA reports

No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email
	(attached with a copy of EIA cover report)		(attached brief of your responsibilities and tasks in the study)		(attached with list of EIA study team members EIA report)

SECTION H - DECLARATION

I hereby apply for *registration/renewal and agree to observe and abide by the Code of Conduct specified under the EIA Consultant Registration Scheme. I certify that the statements contained in this submission are correct to the best of my knowledge.

Applicant's Signature

Date

**choose related*

SECTION I: REFERENCES

Referee 1	Referee 2
Name :	Name :
Address :	Address :
.....
.....
No. Tel. :	No. Tel. :
No. Fax :	No. Fax :
E-mail :	E-mail :

**Referee have to fill Referee Assessment Form and must be submitted in sealed envelope together with the application*

IMPORTANT- CODE OF PRACTICE

All EIA Consultants are obliged to improve the standing of the environmental impact assessment profession by rigorously observing the following Codes of Practice. Failure to conform may result in suspension or deregistration. All registrants shall:

- ✓ *Act professionally, accurately and in an unbiased manner;*
- ✓ *Strive to increase the competence and prestige of the environmental impact assessment profession;*
- ✓ *Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills;*
- ✓ *Not to undertake any job that I am not competent to perform;*
- ✓ *Not to represent conflicting or competing interests and to disclose to any client or employer any relationship that may influence my judgment;*
- ✓ *Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so;*
- ✓ *Not to intentionally communicate false or misleading information that may compromise the integrity of any EIA study; and*
- ✓ *Not to act in any way that would prejudice the reputation of the environmental consultant*

registration process and to co-operate fully with any inquiry in the event of any illegal breach of this code.

Please return to the completed form to :

Secretariat
EIA Consultants Registration Scheme
Assessment Division
Department of Environment
Ministry Of Energy, Science, Technology, Environment & Climate Change
Level 1-4, Podium 2&3,
No 25, Persiaran Perdana, Presint 4
62574 W.P. PUTRAJAYA

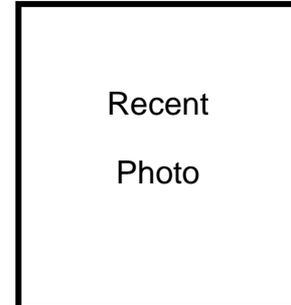
Tel : 03-88712000

Fax : 03-88891045

Web: www.doe.gov.my



Department Of Environment
Ministry Of Natural Resources and Environment
Level 1-4, Podium 2&3,
No 25, Persiaran Perdana, Presint 4
62574 W.P. PUTRAJAYA



APPLICATION FORM FOR SUBJECT CONSULTANT

- i. All information must be typed.
- ii. Application letter to doe
- iii. Recent photo (passport size)
- iv. All documents must be proper binding
- v. Please enclosed a copy of the verified supporting document.
- vi. Only complete applications will be processed.

For Administration Use Only (DOE)	
Application Number	QPEIA _ _ _ _ _
Status :	
Complete	[]
Not Complete	[]

TYPE OF APPLICATION	
If applicant has been registered under assistant consultant, please fill in	
Registered No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
SECTION A – APPLICANT’S INFORMATION	
Name	<input type="text"/>
Title (Prof, Dr., Mr., Mrs., Ms)	<input type="text"/>
Identification Card Number/Passport number	<input type="text"/>
Nationality	<input type="text"/>
Date of Issue *(Passport holder)	<input type="text"/>
Place of Issue *(Passport holder)	<input type="text"/>
Address <i>Please (✓)the address used for correspondence (Letter, certificate etc)</i>	
<input type="checkbox"/> Home Address Mailing Address:Postcode.....	<input type="checkbox"/> Company Address Mailing Address:Postcode.....

City..... State..... Telephone No: Mobile No.:	City..... State:..... Telephone No: Fax No.:
Email Eg: sarah@gmail.com

SECTION B – PAYMENT METHOD

<input type="checkbox"/> Cash	<input type="checkbox"/> Online payment										
<input type="checkbox"/> Money Order	<input type="checkbox"/> Credit Card										
<input type="checkbox"/> Bank Draf	<input type="checkbox"/> Cheque										
Cheque No : <table border="1" style="display: inline-table; width: 150px; height: 15px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											
<i>Please ensure cheque payable to XXXXXXXX. Account No : (xxxxxbank Bangi)</i>											

SECTION C - SELECTION AREA OF EXPERTISE

**Applicant is only allowed to only choose ONE area of expertise
**Applicant is only allowed to choose TWO scope of studies base on his/her expertise that demonstrated by the academic qualification, formal training, working experiences, significant contribution that recognized by local / international body. Any supporting document must be included.*

*Area of Expertise	**Scope of Studies
Geology	
Ecology	
Forestry	
Industrial Process	
Traffic and Highway	
Marine	
Hydrology	
Flora & Fauna	
Agriculture	
Mining and Quarrying	
Mineral Processing	
Radioactive	
Fisheries	

SECTION D - ACADEMIC QUALIFICATIONS

**Please enclosed copies of certificates and official transcript.*

Name /Course Title	Name of University/Campus	Period of Study	Year of Study	
			From	To

SECTION E – MEMBERSHIPS OF PROFESSIONAL BODIES

**Please enclosed copies of certificates and official transcript.*

Professional Body	Official Abbreviations	Current Membership Level	Data Current Level Achieved

SECTION F – COMPULSORY COURSE CODE OF ETHICS CONDUCT BY EIMAS
The applicant should attached a copy of certification for each courses attended

No	DATE	Pass/Fail

SECTION G - COURSE RELATED SUBJECT CONSULTANT REGISTERED AREA
The applicant should attached a copy of certification for each courses attended

No.	Courses	Date	Organizer

SECTION G - DECLARATION

I hereby apply for subject consultant registration and agree to observe and abide by the Code of Conduct specified under the EIA Consultant Registration Scheme. I certify that the statements contained in this submission are correct to the best of my knowledge.

Applicant's Signature

Date

**choose related*

SECTION I: REFERENCES

Referee 1	Referee 2
Name :	Name :
Address :	Address :
.....
.....
No. Tel. :	No. Tel. :
No. Fax :	No. Fax :

E-mail :	E-mail :
----------------	----------------

**Referee have to fill Referee Assessment Form and must be submitted in sealed envelope together with the application*

IMPORTANTS- CODE OF PRACTICE

All Subject Consultants are obliged to improve the standing of the environmental impact assessment profession by rigorously observing the following Codes of Practice. Failure to conform may result in suspension or deregistration. All registrants shall:

- ✓ *Act professionally, accurately and in an unbiased manner;*
- ✓ *Strive to increase the competence and prestige of the environmental impact assessment profession;*
- ✓ *Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills;*
- ✓ *Not to undertake any job that I am not competent to perform;*
- ✓ *Not to represent conflicting or competing interests and to disclose to any client or employer any relationship that may influence my judgment;*
- ✓ *Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so;*
- ✓ *Not to intentionally communicate false or misleading information that may compromise the integrity of any EIA study; and*
- ✓ *Not to act in any way that would prejudice the reputation of the environmental consultant registration process and to co-operate fully with any inquiry in the event of any illegal breach of this code.*

Please return to the completed form to :

Secretariat
EIA Consultants Registration Scheme
Assessment Division
Department of Environment
Ministry Of Energy, Science, Technology, Environment & Climate Change
Level 1-4, Podium 2&3,
No 25, Persiaran Perdana, Presint 4
62574 W.P. PUTRAJAYA

Tel : 03-88712000

Fax : 03-88891045

Web: www.doe.gov.my

<input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Bank Draf	<input type="checkbox"/> Online payment <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque Cheque No : <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

Please ensure cheque payable to XXXXXXXX. Account No : (xxxxxbank Bangi)

SECTION C - ACADEMIC QUALIFICATIONS

**Please enclosed copies of certificates and official transcript.*

Name /Course Title	Name of University/Campus	Period of Study	Year of Study	
			From	To

SECTION D – MEMBERSHIPS OF PROFESSIONAL BODIES

**Please enclosed copies of certificates and official transcript.*

Professional Body	Official Abbreviations	Current Membership Level	Data Current Level Achieved

SECTION E – INDUCTION COURSE FROM INSTITUT ALAM SEKITAR MALAYSIA (EiMAS)
(For The Registration of Assistant Consultant
Applicant is compulsory to attend the Induction and pass the examination)

No	Name/ Course Title	Date Certified	Pass (Yes /No)
1	Induction Course		

SECTION F - OTHERS ENVIRONMENTAL COURSES ORGANIZED BY RECOGNIZED BODY ATTENDED
(The applicant should attached a copy of certification for each courses attended)

No	Name/ Course Title	Date	Area

SECTION G: ENVIRONMENT MANAGEMENT EXPERIENCE (1 YEARS EXPERIENCES NEED FOR THE REGISTRATION ASSISTANT CONSULTANT)					
iii. Participation in Term of Reference (TOR) preparation for Environmental Impact Assessment (EIA) Study					
No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email
iv. Participation in Environmental Impact Assessment (EIA) Study – minimum 5 EIA reports					
No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email
iii) Participation in Environmental Assessment or Site Assessment					
No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email

vii. Participation in environmental modelling

No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email

ix. Participation in environmental statistic

No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email

x. Participation in environmental monitoring

No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email

xi. Participation in any environmental discipline

No	Name of Project	Position	Responsibilities	Dates and Duration	Verification Source – name, company, address, telephone, fax, email

SECTION H - DECLARATION

I hereby apply for registration and agree to observe and abide by the Code of Conduct specified under the EIA Consultant Registration Scheme. I certify that the statements contained in this submission are correct to the best of my knowledge.

_____ *Applicant's Signature*

_____ *Date*

**choose related*

SECTION I: REFERENCES

Referee 1	Referee 2
Name :	Name :
Address :	Address :
.....
.....
.....
No. Tel. :	No. Tel. :
No. Fax :	No. Fax :

E-mail :	E-mail :
----------------	----------------

**Referee have to fill Referee Assessment Form and must be submitted in sealed envelope together with the application*

IMPORTANTS- CODE OF PRACTICE

All Assistant Consultants are obliged to improve the standing of the environmental impact assessment profession by rigorously observing the following Codes of Practice. Failure to conform may result in suspension or deregistration. All registrants shall:

- ✓ *Act professionally, accurately and in an unbiased manner;*
- ✓ *Strive to increase the competence and prestige of the environmental impact assessment profession;*
- ✓ *Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills;*
- ✓ *Not to undertake any job that I am not competent to perform;*
- ✓ *Not to represent conflicting or competing interests and to disclose to any client or employer any relationship that may influence my judgment;*
- ✓ *Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so;*
- ✓ *Not to intentionally communicate false or misleading information that may compromise the integrity of any EIA study; and*
- ✓ *Not to act in any way that would prejudice the reputation of the environmental consultant registration process and to co-operate fully with any inquiry in the event of any illegal breach of this code.*

Please return to the completed form to :

Secretariat
EIA Consultants Registration Scheme
Assessment Division
Department of Environment
Ministry Of Energy, Science, Technology, Environment & Climate Change
Level 1-4, Podium 2&3, No 25, Persiaran Perdana, Presint 4
62574 W.P. PUTRAJAYA
Tel : 03-88712000 Fax : 03-88891045
Web: www.doe.gov.my

Money Order

Credit Card

Bank Draft

Cheque

Cheque No :

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Please ensure cheque payable to XXXXXXXXX. Account No : (xxxx)

SECTION C - ACADEMIC QUALIFICATIONS (IF ANY CHANGES)

**Please enclosed copies of certificates and official transcript.*

Name /Course Title	Name of University/Campus	Period of Study	Year of Study	
			From	To

SECTION D – MEMBERSHIPS OF PROFESSIONAL BODIES (IF ANY CHANGES)

**Please enclosed copies of certificates and official transcript.*

Professional Body	Official Abbreviations	Current Membership Level	Data Current Level Achieved

SECTION E – EIA QUALIFYING EXPERIENCES

Project Brief (Name of project, category of prescribed activity and brief description of activity)	Period of Study	Responsibilities Area of Study/ Man month (air quality specialist/ 1manmonth)	Verification (Please provide details on company/contact person/address , tel,fax, email of client.

**SECTION F – CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)
(150 CPD for 3 Years)**

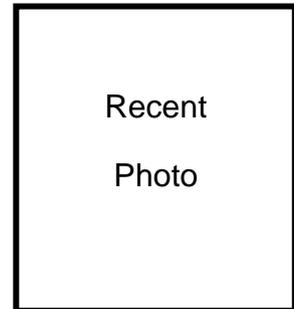
ACTIVITY Training/workshop/seminar – as participant related to registered area only	DATE	Duration	CPD Hours Half day (3-4hrs): 3 CPD hrs Full day (6-8hrs) :6 CPD Two full days Training : 12 CPD No maximum claimable limit/	VERIFICATION (Please Provide evidence on attendance e.g certificate or details training provider- company/contact person/address/tel/fax/e- mail.)
1.				
2.				
3.				
ACTIVITY Meeting- attending meeting related to EIA projects, technical committee as an expert, national and international	DATE	Duration	CPD Hours Half day meeting: 2 CPD Full day: 4 CPD *maximum claimable is 8 hrs. per meeting	VERIFICATION (Please Provide evidence on attendance e.g certificate or details training provider- company/contact person/address/tel/fax/e- mail.)
1.				
2.				
3.				
ACTIVITY Conducting Training – related with the registered expertise	DATE	Duration	CPD Hours 1 Hour training: 3 CPD Maximum claimable: 12 CPD per event	VERIFICATION (Please Provide evidence on attendance e.g. certificate or details training provider- organizer /company/contact person/address/tel/fax/e- mail.)
1.				
2.				
3.				
ACTIVITY Publication - related to the consultant expertise	DATE	Duration	CPD Hours 1 Article : 2CPD Maximum claimable	VERIFICATION (Please provide evidence of the articles publication)

			12 hours/year	
1.				
2.				
3.				
ACTIVITY	DATE	Pages	CPD Hours	VERIFICATION
Self-Study – related to the expertise			Reading related books Page 0 - 100 : 2 CPD hr Page > 100: 3 CPD hr 1 article: Maximum claimable 5 hrs/year	(Please Provide evidence an summary of the self-study)
1.				
2.				
3.				
SECTION H - DECLARATION				
<p>I hereby apply for *<u>registration/renewal</u> and agree to observe and abide by the Code of Conduct specified under the EIA Consultant Registration Scheme. I certify that the statements contained in this submission are correct to the best of my knowledge.</p>				
<p>_____</p> <p><i>Applicant's Signature</i></p>			<p>_____</p> <p><i>Date</i></p>	
<p>*</p>				



APPENDIX 1: FORM /VER2/APRIL2018

Department Of Environment
Ministry Of Natural Resources and Environment
Level 1-4, Podium 2&3,
No 25, Persiaran Perdana, Presint 4
62574 W.P. PUTRAJAYA



APPLICATION FORM FOR RENEWAL REGISTRATION FOR

Instructions to applicants

- I. All Information Must Be Typed.
- II. Application Letter To Doe
- III. Recent Photo (Passport Size)
- IV. All Documents Must Be Proper Binding
- V. Please Enclosed A Copy Of The Verified Supporting Document.
- VI. Only Complete Applications Will Be Processed.

Registration Number	
Registration Expired Date	
Status :	
Complete	[]
Not Complete	[]

SECTION A – APPLICANT’S INFORMATION	
Name	
Title (Prof, Dr., Mr., Mrs., Ms)	
Identification Card Number/Passport number	
Nationality	
Date of Issue *(Passport holder)	
Place of Issue *(Passport holder)	
Address <i>Please (✓)the address used for correspondence (Letter, certificate etc)</i>	
<input type="checkbox"/> Home Address Mailing Address:Postcode..... City..... State..... Telephone No: Mobile No.:	<input type="checkbox"/> Company Address Mailing Address:Postcode..... City..... State:..... Telephone No: Fax No.:
Email Eg: sarah@gmail.com
SECTION B – PAYMENT METHOD	
<input type="checkbox"/> Cash	<input type="checkbox"/> Online payment
<input type="checkbox"/> Money Order	<input type="checkbox"/> Credit Card

Bank Draft

Cheque

Cheque No :

--	--	--	--	--	--	--	--	--	--

Please ensure cheque payable to XXXXXXXXX. Account No : (xxxx)

SECTION C - ACADEMIC QUALIFICATIONS (IF ANY CHANGES)

**Please enclosed copies of certificates and official transcript.*

Name /Course Title	Name of University/Campus	Period of Study	Year of Study	
			From	To

SECTION D – MEMBERSHIPS OF PROFESSIONAL BODIES (IF ANY CHANGES)

**Please enclosed copies of certificates and official transcript.*

Professional Body	Official Abbreviations	Current Membership Level	Data Current Level Achieved

SECTION E – EIA QUALIFYING EXPERIENCES

Project Brief (Name of project, category of prescribed activity and brief description of activity)	Period of Study	Responsibilities Area of Study/ Manmonth (air quality specialist/ 1manmonth)	Verification (Please provide details on company/contact person/address , tel,fax, email of client.

SECTION f – CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) (60 CPD Within 3 Years)				
ACTIVITY	DATE	Duration	CPD Hours	VERIFICATION
Training/workshop/seminar – as participant related to registered area only			Half day (3-4hrs): 3 CPD Full day (6-8 hrs): 6 CPD Two full days Training : 12 CPD No maximum claimable limit/	(Please Provide evidence on attendance e.g certificate or details training provider-company/contact person/address/tel/fax/e-mail.)
1.				
2.				
3.				
ACTIVITY	DATE	Duration	CPD Hours	VERIFICATION
Meeting- attending meeting related to EIA projects, technical committee as an expert, national and international			Half day meeting: 2 CPD Full day: 4 CPD *maximum claimable is 8 hrs per meeting event	(Please Provide evidence on attendance e.g certificate or details training provider-company/contact person/address/tel/fax/e-mail.)
1.				
2.				
3.				
ACTIVITY	DATE	Duration	CPD Hours	VERIFICATION
Conducting Training – related with the registered expertise			1 Hour training : 3 CPD Maximum claimable: 12 CPD per event	(Please Provide evidence on attendance e.g certificate or details training provider-organizer /company/contact person/address/tel/fax/e-mail.)
1.				
2.				
3.				
ACTIVITY	DATE	Duration	CPD Hours	VERIFICATION
Publication - related to the consultant expertise			1 page : 2CPD Maximum claimable 12 hours/year	(Please Provide evidence of the articles publication)
1.				
2.				
3.				
ACTIVITY	DATE	Pages	CPD Hours	VERIFICATION

Self-Study – related to the expertise			1 – 100 page : 2 CPD 100 pages < : 3 CPD 1 article: 0.5 Maximum claimable 5 hrs/year	(Please Provide evidence an summary of the self-study)
1.				
2.				
3.				

SECTION H - DECLARATION

I hereby apply for *registration/renewal and agree to observe and abide by the Code of Conduct specified under the EIA Consultant Registration Scheme. I certify that the statements contained in this submission are correct to the best of my knowledge.

_____ *Applicant's Signature*

_____ *Date*

choose related

IMPORTANT- CODE OF PRACTICE

All Assistant Consultants are obliged to improve the standing of the environmental impact assessment profession by rigorously observing the following Codes of Practice. Failure to conform may result in suspension or deregistration. All registrants shall:

- ✓ *Act professionally, accurately and in an unbiased manner;*
- ✓ *Strive to increase the competence and prestige of the environmental impact assessment profession;*
- ✓ *Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills;*
- ✓ *Not to undertake any job that I am not competent to perform;*
- ✓ *Not to represent conflicting or competing interests and to disclose to any client or employer any relationship that may influence my judgment;*
- ✓ *Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so;*
- ✓ *Not to intentionally communicate false or misleading information that may compromise the integrity of any EIA study; and*
- ✓ *Not to act in any way that would prejudice the reputation of the environmental consultant registration process and to co-operate fully with any inquiry in the event of any illegal breach of this code.*

APPENDIX 2 – FORMAT FOR PORTFOLIO OF WORK

FORMAT FOR PORTFOLIO OF WORK

PORTFOLIO CONTENTS

1. Table of Contents.
2. Professional Resume
3. Personal Statement/ Professional Philosophy. Briefly indicate your personal mission statement especially related to environmental management.
4. Samples* of Work for EIA CePIA:
Samples can be taken from five (5) EIA reports that you have involved.
5. Samples of work for Subject Consultants must be attached such as published articles, research papers and any related document to support the application.

*Each sample must have the following items:

- a) Cover of the approved EIA Report (only for CePEIA).
- b) Copy of relevant sections/ study.
- c) Your responsibilities and tasks in the study
- d) Verification from team leader or client

APPENDIX 3 – FORM B REFEREE ASSESSMENT FORM

EIA CONSULTANTS REGISTRATION SCHEME, DOE MALAYSIA

FORM B: REFEREE ASSESSMENT

**APPLICATION FOR REGISTRATION AS AN CePEIA/SUBJECT SPECIALIST/
ASSISTANT CONSULTANT**

APPLICANT : _____

CATEGORY APPLIED : _____

ADDRESS : _____

TEL /FAX/ EMAIL : _____

Note: This form must be submitted to the DOE directly in a sealed envelope by the referee.

No	DETAILS	INFORMATION
1.	Referee name	
2.	Office address, tel, fax, e mail	
3.	Profession.	

4.	Do you fully understand the criteria and requirements needed to be registered? (Requirements are available in the EIA Consultants Registration Scheme Guidance Document which may be viewed at www.doe.gov.my)	
5.	How long have you known the candidate in his/ her professional capacity?	
6.	Describe your professional relationship with the applicant.	
7.	Do you think that the candidate has met the criteria and requirements?	
8.	Are you satisfied with the applicant's required core competencies? Please make your judgment based on your professional observation on his work such as project management, reports or publication. Please list the projects or documents known to you.	
9.	Do you have any doubt or uncertainty about the candidate when answering the above questions? If yes, please clarify further.	
10.	Based on professional judgement, do you think it is necessary for an interview to be conducted to clarify doubt or uncertainties as indicated in no. 9?	
11.	Please indicate any other observation or professional statement about the candidate.	
12.	Signature & Date	

Thank you for your assistance. Information submitted is strictly confidential. Please submit this form directly in a sealed envelope to:

EIA Registration Secretariat
Assessment Division
Department of Environment Malaysia
Level 1-4, Podium Block 2&3
Lot 4G3, Precinct 4
Federal Government Administrative Centre
62574 Putrajaya
Attention: skeia@doe.gov.my

Tel : 03-88712000/ Fax :03-88891045, Web: www.doe.gov.my

APPENDIX 4 – CHECKLIST FOR THE NEW APPLICATION

Submission Checklist for CePEIA and Subject Consultant Certification

NO.	Item	Yes/No
1.	APPLICATION FORM (HARDCOPY) Contact details (Address, telephone number, fax & email) and Application Fee	
2.	RECENT PHOTO	
3.	ACADEMIC QUALIFICATION Evidence of education (must be Certified Copies)	
4.	AREA OF EXPERTISE Evidence in the form of certificates or examination results (must be certified copies)	
5.	WORK EXPERIENCE Verification of work experience with signatures of verifiers	
6.	CODE OF PRACTISE Signed statement of ethical practise and agreement to abide by the DOE Code of Ethics and Professional Conduct	
7.	APPOINTMENT OF TWO REFEREES (Details of 2 nominated referees include): Qualification Current position Relationship with the applicant Contact details	
8.	REFEREE ASSESSMENT FORM	
9.	STATEMENT OF CLAIM STATUTORY DECLARATION	
10.	HAS ATTENDED AND PASSED THE INDUCTION COURSE (provide certificate)	
11.	Sample copy of FIVE (5) EIA reports (front page together with list of EIA study team)	
12.	PORTFOLIO OF WORK	

NO.	Item	Yes/No
13.	DETAILED AND CURRENT CURRICULUM VITAE	

