

# MINISTRY OF DEFENCE CHARTERED ENGINEER APPLICATION

Institution of  
**MECHANICAL  
ENGINEERS**



Submarine  
Delivery Agency



Institution of Mechanical Engineers

1 Birdcage Walk  
Westminster  
London SW1H 9JJ

**For submissions or support:**

**Email:** [DESENG-CFM-IMechE@mod.gov.uk](mailto:DESENG-CFM-IMechE@mod.gov.uk)

**Web:** [www.imeche.org](http://www.imeche.org)

Application to become a **Member** of the Institution of Mechanical Engineers (IMechE) and a Chartered Engineer (CEng MIMechE)

## About this form

Use this form to apply to become a Member of the IMechE. If your application is successful you will also be registered as a Chartered Engineer (CEng).

Before you begin this process you should be confident that you meet the current requirements.

## Eligibility

In order to become a CEng Member you will typically need a four-year accredited MEng degree or equivalent OR a three-year accredited BEng (Hons) degree plus an appropriate Masters programme or period of further learning. Full requirements can be found on our website.

Separate membership applications are available for Engineering Technicians (EngTech) and Incorporated Engineers (IEng), and those applying for Fellowship.

## The application process

Please return the completed form with confirmation of FDO Endorsement to:

[DESENG-CFM-IMechE@mod.gov.uk](mailto:DESENG-CFM-IMechE@mod.gov.uk)

You will then be allocated a moderator.

## This form has six sections

You must complete all sections before you submit your application:

1. About you
2. Personal competence statements
3. Organisation chart
4. Development action plan
5. Sponsors (FDO and moderator)
6. Your declaration

## Using this form

- Please type using a black font
- Please fill in all applicable fields in this form

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

# Section 1: About you

## Part A: Personal and employment details

### Personal details

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

Membership number (if applicable)

Home address

Country

Post code

Personal email

Home phone

Mobile phone

### Employment details

Job title

Date appointed to company

Name of employing organisation

Department

Work address

Country

Post code

Work email

Work phone

Preferred address for correspondence:

Home  Work

## Part B: Your education

### Undergraduate

University name

Campus Name/Country

Degree designation (eg BEng/MEng)

Full title of degree (eg Mechanical Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg 2.2 Hons)

Date of admission

Date of graduation

### Postgraduate (if applicable)

University name

Campus Name/Country

Degree designation (eg MSc, PhD)

Full title of degree (eg Aerospace Engineering)

Course type (eg full-time, part-time, sandwich)

Degree classification (eg Pass, Distinction)

Date of admission

Date of graduation

## Part B: Your education (continued)

### Additional Information

Please provide additional details. For example, if you repeated a year, took time out, or you were exempt from any year due to previous qualifications. If applicable, please give details of all qualifications gained after leaving school (e.g National Diploma, HNC).

## Part C: Your industry classification

Please tick up to three fields that best describe your current area of engineering activities. This information is used solely to process your application.

<input type="checkbox"/> Aerospace	<input type="checkbox"/> Environmental Mgt. Systems	<input type="checkbox"/> Mining & Quarrying	<input type="checkbox"/> Shipping/General Insurance
<input type="checkbox"/> Army	<input type="checkbox"/> Gas Industry	<input type="checkbox"/> National Health Service	<input type="checkbox"/> Steel Production/Drilling
<input type="checkbox"/> Automobile Industry	<input type="checkbox"/> Government Inspectors and Engineers	<input type="checkbox"/> Nuclear Engineering	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Bio-Medical	<input type="checkbox"/> Health and Safety Officers	<input type="checkbox"/> Oil Industry and Offshore Engineering	<input type="checkbox"/> Water Industry
<input type="checkbox"/> Building Services	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Power/Non-Nuclear	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Computers and IT	<input type="checkbox"/> Machine Tools	<input type="checkbox"/> Process Industries	
<input type="checkbox"/> Consulting Engineers	<input type="checkbox"/> Maintenance Engineering	<input type="checkbox"/> Railway Engineering	
<input type="checkbox"/> Control and Instrumentation	<input type="checkbox"/> Management Consultants	<input type="checkbox"/> Royal Navy	
<input type="checkbox"/> Defence Industry Systems	<input type="checkbox"/> Manufacturing Industries	<input type="checkbox"/> Royal Air Force	

## Part D: Your preferred interview option

Virtual Professional Review Interviews (PRIs) are IMechE's preferred method. Please be aware that in person interview slots will be very limited and as such, there may be a delay in arranging an in person interview.

<input type="checkbox"/> Virtual interview	<input type="checkbox"/> In person interview	<input type="checkbox"/> International Please specify:	<input type="checkbox"/> In-company scheme Please specify:

## Part E: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you. Please tick the boxes below to let us know what you'd like to hear about:

<input type="checkbox"/> News and updates from the IMechE
<input type="checkbox"/> Events and training opportunities
<input type="checkbox"/> Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation.

For more information visit [www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

## Part F: Summary of your responsibilities and achievements

Please provide a report of no more than 600 words which details your past experience and roles. This should concentrate on the past 5 years/3 roles, but if you have other relevant experience please include this in your report. For each position you should state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy.

## Section 2: Personal competence statements

### What do we mean by competence?

Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently. These competence requirements are based on those specified by the Engineering Council in the UK Standard for Professional Engineering Competence (UK-SPEC).

### What characteristics are we looking for?

Chartered Engineers are characterised by their ability to develop appropriate solutions to engineering problems, using new or existing technologies, through innovation, creativity and change.

They might develop and apply new technologies, promote advanced designs and design methods, introduce new and more efficient production techniques, marketing and construction concepts, or pioneer new engineering services and management methods. Chartered Engineers are variously engaged in technical and commercial leadership and possess effective interpersonal skills.

### How to complete this section

Please ensure that each of the five parts is around 400 words – which is a total of approximately 2,000 for the whole section. Further help can be found in the guidance notes.

Competence title

**A: Knowledge and understanding**

Competence objective

**Use a combination of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems.**

Sub-competences

This is a potential framework you could use to demonstrate how you've met the competence objectives. You don't necessarily need to address every point, but they should help to focus your answer.

The sub-competences are based on the requirements specified in the UK-SPEC.

**A1: How have you maintained and extended a sound theoretical approach to enable you to develop your particular role?**

You could reference your ability to: Undertake formal training related to your role / Learn and develop new engineering knowledge in a different industry or role / Understand the current and emerging technology and technical best practice in your area of expertise / Develop a broader and deeper knowledge base through research and experimentation / Learn and develop new engineering theories and techniques in the workplace

**A2: How have you developed technological solutions to unusual or challenging problems, using your knowledge and understanding and/or dealing with complex technical issues or situations with significant levels of risk?**

You could reference your ability to: Carry out technical research and development / Develop new designs, processes or systems based on new or evolving technology / Carry out complex and/or non-standard technical analyses / Develop solutions involving complex or multi-disciplinary technology / Develop and evaluate continuous improvement systems / Develop solutions in safety-critical industries or applications

EXAMPLE

## **A: Knowledge and understanding**

**Use a combination of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems.**

### **A1: How have you maintained and extended a sound theoretical approach to enable you to develop your particular role?**

You could reference your ability to: Undertake formal training related to your role / Learn and develop new engineering knowledge in a different industry or role / Understand the current and emerging technology and technical best practice in your area of expertise / Develop a broader and deeper knowledge base through research and experimentation / Learn and develop new engineering theories and techniques in the workplace

### **A2: How have you developed technological solutions to unusual or challenging problems, using your knowledge and understanding and/or dealing with complex technical issues or situations with significant levels of risk?**

You could reference your ability to: Carry out technical research and development / Develop new designs, processes or systems based on new or evolving technology / Carry out complex and/or non-standard technical analyses / Develop solutions involving complex or multi-disciplinary technology / Develop and evaluate continuous improvement systems / Develop solutions in safety-critical industries or applications

## **A: Knowledge and understanding**

**Use a combination of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems.**

(Approximately 400 words)

### **Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems**

#### **B1: How have you taken an active role in the identification and definition of project requirements, problems and opportunities?**

You could reference your ability to: Identify projects or technical improvements to products, processes or systems / Prepare specifications, taking account of functional and other requirements / Establish user requirements / Review specifications and tenders to identify technical issues and potential improvements / Carry out technical risk analysis and identify mitigation measures / Consider and implement new and emerging technologies

#### **B2: How have you identified the appropriate investigations and research needed to undertake the design, development and analysis required to complete an engineering task and conducted these activities effectively?**

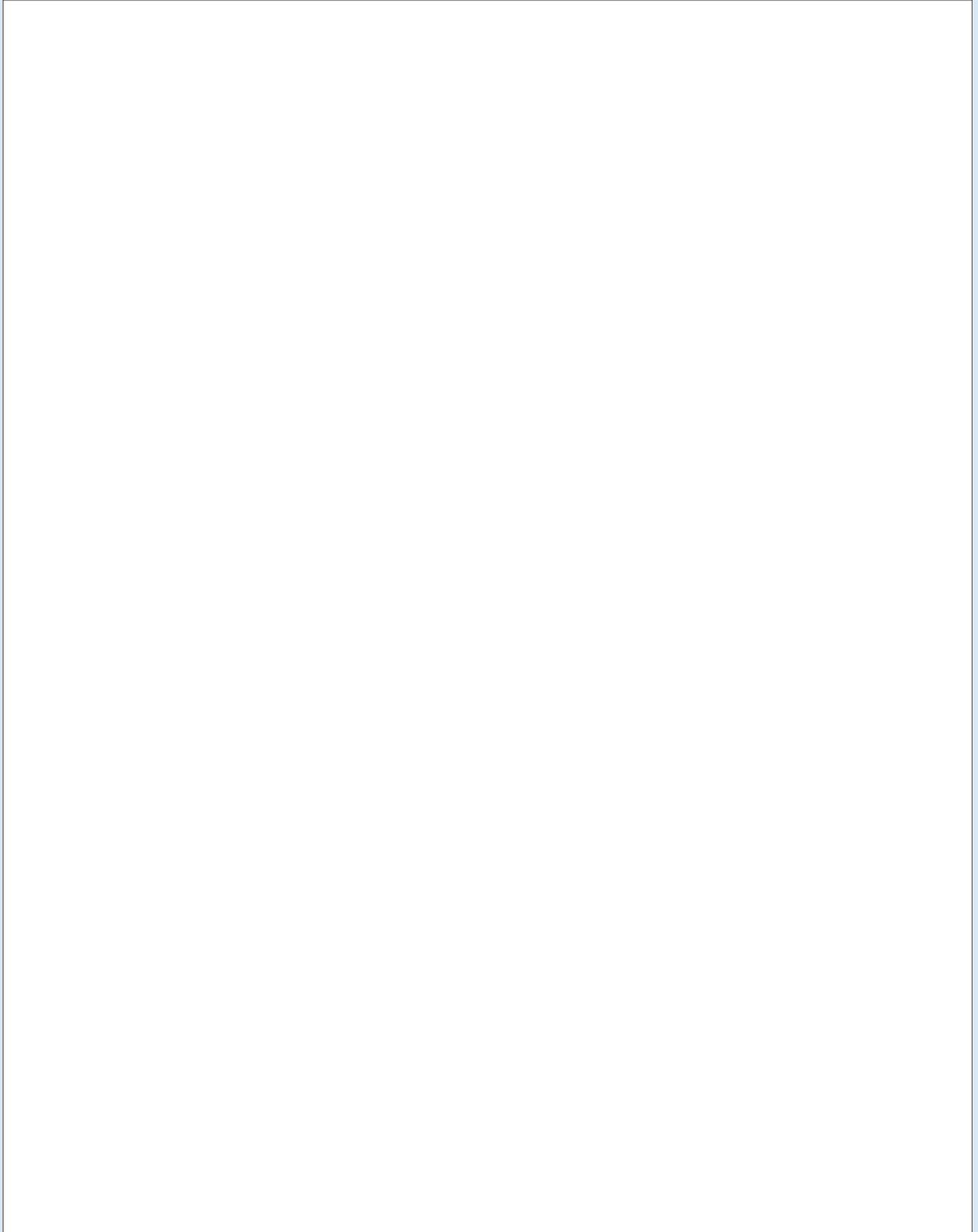
You could reference your ability to: Identify and agree appropriate research methodologies / Investigate a technical issue, identifying potential solutions and determining the factors needed to compare them / Identify and carry out physical tests or trials, analysing and evaluating the results / Carry out technical simulations or analysis / Prepare, present and agree design recommendations, with appropriate analysis of risk, and taking account of cost, quality, safety, reliability, accessibility, appearance, fitness for purpose, security (including cyber security), intellectual property constraints and opportunities, and environmental impact

#### **B3: How have you implemented engineering tasks and evaluated the effectiveness of engineering solutions?**

You could reference your ability to: Ensure that the application of the design results in the appropriate practical outcome / Implement design solutions, taking account of critical constraints, including due concern for safety, sustainability and disposal or decommissioning / Identify and implement lessons learned / Evaluate existing designs or processes and identify faults or potential improvements including risk, safety and life cycle considerations / Actively learn from feedback on results to improve future design solutions and build best practice

**Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems**

(Approximately 400 words)

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### Demonstrate technical and commercial leadership

#### **C1: How have you planned the work and resources needed to enable effective implementation of a significant engineering task or project?**

You could reference your ability to: Prepare budgets and associated work programmes for projects or tasks / Systematically review the factors affecting the project implementation including safety, sustainability and disposal or decommissioning considerations / Carry out a task or project risk assessment and identify mitigation measures / Lead on preparing and agreeing implementation plans and method statements / Negotiate and agree arrangements with customers, colleagues, contractors and other stakeholders, including regulatory bodies / Ensure that the information flow is appropriate and effective

#### **C2: How have you managed (organised, directed and controlled) a programme or schedule, budget and resource elements of a significant engineering task or project?**

You could reference your ability to: Operate or define appropriate management systems including risk registers and contingency systems / Manage the balance between quality, cost and time / Monitor progress and associated costs and cost forecasts, taking appropriate actions when required / Establish and maintain appropriate quality standards within legal and statutory requirements / Interface effectively with customers, contractors and other stakeholders

#### **C3: How have you led teams or technical specialisms and assisted others to meet changing technical and managerial needs?**

You could reference your ability to: Agree objectives and work plans with teams and individuals / Reinforce team commitment to professional standards / Lead and support team and individual development / Assess team and individual performance and provide feedback / Seek input from other teams or specialists where needed and manage the relationship / Provide specialist knowledge, guidance and input in your specialism to engineering teams, engineers, customers, management and relevant stakeholders / Develop and deliver a teaching module at Masters level, or lead a University research programme

#### **C4: How have you brought about continuous quality improvement and promoted best practice?**

You could reference your ability to: Promote quality throughout the organisation as well as its customer and supplier networks / Develop and maintain operations to meet quality standards e.g. ISO 9000, EQFM/ Support or direct project evaluation and propose recommendations for improvement / Implement and share the results of lessons learned

**Demonstrate technical and commercial leadership**

(Approximately 400 words)

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### Demonstrate effective communication and interpersonal skills

#### **D1: How have you communicated effectively with others, at all levels, in English?**

You could reference your ability to: Prepare reports, drawings, specifications and other documentation on complex matters / Lead, chair, contribute to and record meetings and discussions / Exchange information and provide advice to technical and non-technical colleagues / Engage or interact with professional networks

#### **D2: How have you clearly presented and discussed proposals, justifications and conclusions?**

You could reference your ability to: Contribute to scientific papers or articles as an author / Prepare and deliver presentations on strategic matters / Prepare bids, proposals or studies / Identify, agree and lead work towards collective goals

#### **D3: How have you demonstrated personal and social skills and awareness of diversity and inclusion issues?**

You could reference your ability to: Know and manage own emotions, strengths and weaknesses / Be confident and flexible in dealing with new and changing interpersonal situations / Identify, agree and work towards collective goals / Create, maintain and enhance productive working relationships and resolve conflicts / Be supportive of the needs and concerns of others, especially where this relates to diversity and inclusion

## **D: Communication and interpersonal skills**

### **Demonstrate effective communication and interpersonal skills**

(Approximately 400 words)

### **Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment**

#### **E1: How have you understood and complied with relevant codes of conduct?**

You could reference your ability to: Comply with the Code of Conduct of the IMechE / Identify aspects of the Code which are particularly relevant to your role / Be aware of the legislative and regulatory frameworks relevant to your role and how you conform to them / Lead work within the relevant legislation and regulatory frameworks, including social and employment legislation

#### **E2: How have you understood the safety implications of your role, and manage, apply and improve safe systems of work?**

You could reference your ability to: Identify and take responsibility for your own obligations and ensure that others assume similar responsibility for health, safety and welfare issues / Ensure the systems satisfy health, safety and welfare requirements / Develop and implement appropriate hazard identification and risk management systems and culture / Manage, evaluate and improve these systems / Apply a sound knowledge of health and safety legislation, for example HASAW 1974, CDM regulations, ISO 45001 and company safety policies

#### **E3: How have you understood the principles of sustainable development and applied them in your work?**

You could reference your ability to: Operate and act responsibly, taking into account the need to progress environmental, social and economic outcomes simultaneously / Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives / Recognise how sustainability principles (as defined in the Engineering Council's Guidance on Sustainability) can be applied in your day-to-day work / Understand and secure stakeholder involvement in sustainable development / Use resources efficiently and effectively in all activities / Take action to minimise environmental impact in your area of responsibility

#### **E4: How have you carried out continuing professional development (CPD) necessary to maintain and enhance competence in your own area of practice?**

You could reference your ability to: Undertake reviews of your own development needs / Plan how to meet personal and organisational objectives / Carry out planned and unplanned CPD activities / Maintain evidence of competence development / Evaluate CPD outcomes against any plans made / Assist others with their own CPD

#### **E5: How have you understood the ethical issues which may arise in your role and carried out your responsibilities in an ethical manner?**

You could reference your ability to: Understand the ethical issues that you may encounter in your role; give an example of where you have applied ethical principles as described in the Engineering Council's Statement of Ethical Principles / where you have applied or upheld ethical principles as defined by your organisation or company

## **E: Personal and professional commitment**

**Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment**

(Approximately 400 words)

## Section 3: Your organisation chart

We need to see an organisation chart of your current employment which clearly shows your position within the organisation, any direct reports that you have, specifically mentioning if any of your direct reports are registered engineers. You should put a ring around your position to highlight it. Please ensure that it is A4 and legible in black and white.

The purpose of the organisation chart is to help us understand the size and type of organisation for which you work, and where your own personal accountability lies. This will give us a sense of the likely responsibility and authority your role conveys and will help us frame questions for your interview.

**If you are not part of an organisation, please fill out the fields below.**

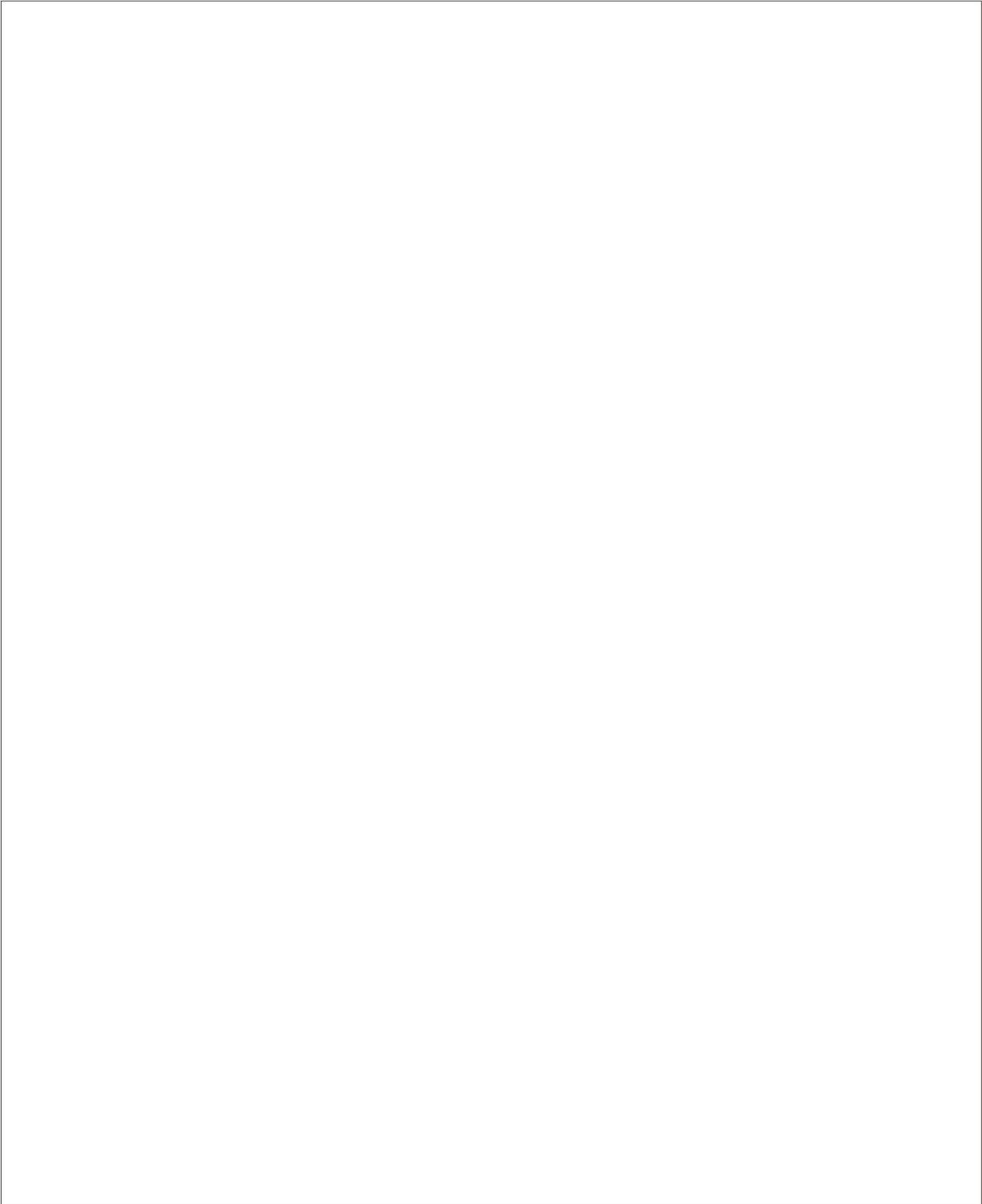
### For applicants who are not part of an organisation

Please describe your direct clients.

Please describe who you report to (e.g. Board, CEO, MD, Head of Engineering).

# Section 4: Development action plan

Please attach your FDO Endorsed Engineering Function Career Plan or Personal Development Plan.

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## Section 5: Sponsors

Applicants for CEng registration should be sponsored by one Chartered Engineer registered with the Engineering Council. The first sponsor should be your FDO. The second sponsor will be your approved moderator, which will be assigned to you by contacting the IMechE DE&S multiuser.

I understand that, by acting as sponsor, I will be supporting this applicant and thus recommending the applicant to the Trustee Board as worthy of consideration for membership. I am of the opinion that this applicant should be considered for election to the class indicated.

### First sponsor (FDO)

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

### Second sponsor (Moderator)

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

## Section 6: Your declaration

This is your declaration, please ensure that you read it carefully before you sign below.

I, the undersigned, certify that the information provided here is true and do hereby agree that, in the event of my election, I will be governed by the Royal Charter and the By-Laws of the IMechE as they are now formed or as they may hereafter be altered, throughout my membership. I agree that I will not use titles, abbreviated titles or descriptions associated with the IMechE except those to which I am entitled under the By-Laws.

An application for Membership and Professional Registration includes:

1. the obligation to pay an annual subscription as prescribed in the By-Laws. If at any time I desire to withdraw from the IMechE, I will, forthwith, pay all arrears of subscriptions or other payments due from me.
2. the obligation to review and abide by the IMechE Code of Conduct ([www.imeche.org/code-of-conduct](http://www.imeche.org/code-of-conduct)). Failure to abide by the Code of Conduct may be the basis for future sanctions including, ultimately, the revocation of Membership and professional registration. Additionally, I will advise the IMechE promptly if convicted of a criminal or civil offence anywhere in the world (excluding fixed penalty offences).
3. the requirement to carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in my areas of practise, including the development of a Personal Development Plan.

In order to satisfy the requirements of the UK General Data Protection Regulation (UK GDPR), I authorise the IMechE to exchange the information I have provided here with their volunteer community of professional engineers for the purposes of reviewing and assessing my eligibility for membership and registration against the published criteria.

Please also refer to the IMechE privacy policy for an explanation of how we use your personal data.

[www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

Signature

Date

### Application Checklist

#### Have you included?

- Your degree evidence
- Diploma Supplement or translated evidence of the award of any international degrees
- Your organisation chart
- FDO Endorsed Engineering Function Career Plan or Personal Development Plan

Please see our website for further details on all our current fees at [www.imeche.org/fees](http://www.imeche.org/fees).

Once we have received your application form, we will contact you about the payment of your application fee.