

## APPLICATION FOR NEW APPOINTMENT TO THE SUPERVISING ENGINEERS PANEL

1 Personal details			
Full Name		Date of Birth	
Home Address			
Contact details			

2 Jurisdiction for appointment			
Note: Tick all countries in which the Applicant wishes to take on commissions. Ticking the 'Scotland box' means making an application to Scottish Ministers for appointment to Scottish Panel.			
England	<input type="checkbox"/>	Wales	<input type="checkbox"/>
		Scotland	<input type="checkbox"/>

3 Relevant qualifications			
Qualification	Course	Location	Date

4 Professional affiliations		
Institution	Membership Grade	Date

5 Particulars of present employment			
Employer		Job Title	
Business Address		Contact Details	(Tel)
			(Mob)
			(E)
Details of role			

6 List of Statutory Inspections accompanying an Inspecting Engineer & other visits with a QCE								
Reservoir	Built	H	Cap	Type	Cat	Purpose	ARPE	Date

Key to standard abbreviations:  
 H – height (m), Cap – capacity (ML), Cat – flood safety category, CG – concrete/masonry gravity, CB – concrete buttress, ME – modern embankment, PE – Pennine embankment, HD – homogeneous dam, RF – rockfill dam, SR – service reservoir, FS – flood storage dam.

7 List of formal & other training visits accompanying a Supervising Engineer								
Reservoir	Built	H	Cap	Type	Cat	Purpose	SupE	Date

**8. Examples of work carried out by the Applicant during the course of his/her career that demonstrate that he/she has acquired the stated attributes of a Supervising Engineer:**

*Notes:*

- 1. A list of reservoir projects, including the type, capacity and dimensions of the dams upon which the Candidate has been employed shall be attached to this Application using form RC02. The description shall also include details of the associated design, construction, monitoring, maintenance and/or repair works carried out.*

8. Examples of work carried out by the Applicant during the course of his/her career that demonstrate that he/she has acquired the stated attributes of a Supervising Engineer:

*(continuation sheet)*

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*(continuation sheet)*





12. Any other supporting information that might be considered relevant to this application :

Checklist of information to be submitted:

- Covering letter.
- This application form (RC01).
- List of projects with details of reservoirs and details of activities (RC02).
- Photocopies of certificates relating to professional qualifications.
- Photocopies of certificates relating to health & safety and other training.
- Reference from Sponsor with declaration
- Fee with cheque made payable to *DEFRA*.

**Declaration by the Applicant**

I declare that I am fit and able to discharge the duties of a Supervising Engineer.

I declare that the information provided in this application is complete and accurate. I acknowledge that if the personal details are found to contain incomplete, incorrect or misleading information for which there is no satisfactory explanation, then the matter may be referred to the Institution to consider whether disciplinary proceedings against me would be appropriate.

Signed ..... Date .....

**General Data Protection Regulation (GDPR)**

The Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

For more information on how and why we collect and use personal data and your rights as an individual please review the ICE Privacy Notice.



## **Institution of Civil Engineers & Thomas Telford Ltd Privacy Notice**

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### **Data Controller**

The data controller can be contacted as follows:

The Institution of Civil Engineers  
One Great George Street  
Westminster  
London  
SW1P 3AA  
Telephone 0207 665 2146  
Email: [dataprotection@ice.org.uk](mailto:dataprotection@ice.org.uk)

### **Use, transfer and storage of personal data**

We may hold any of the following items of personal information about you:

- Personal details including your name, ICE membership number, gender, date of birth, postal and email addresses and telephone number.
- Employee details.
- ICE membership grade.
- Details of professional journals that you may subscribe to.
- Details of your attendance at ICE events.
- Professional interests.
- Membership of professional committees.
- Details of knowledge products or services purchase from TTL.
- Details of voluntary donations made to the ICE Benevolent Fund, QUEST and/or the R&D fund.

The Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events. Your name and grade will be displayed on our online Members' Directory.

We also use this information to inform you of professional knowledge products that ICE and TTL provide such as training, books, journals and model engineering contracts.

The ICE may share your data with the Engineering Council, universities at which you are studying and your employer if you are on an ICE training scheme.

Overseas members may have their data transferred to International Country representatives for administration of local events in their country of residence. Member data will also be shared with the ICE Benevolent Fund.

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

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- You have the right to access your personal data. If you wish to request copies of your personal data please contact the Data Protection Officer at the address above.
- You have the right to have your data rectified if it is inaccurate or incomplete.
- You have the right to have your personal data deleted or removed if there is no reason for its continued storage and processing.
- You have the right to object to your personal data being processed and to restrict the processing of your personal data in certain circumstances. While processing is restricted, the data controller is permitted to store the personal data to ensure the restriction is respected in future. You will be informed if a restriction on processing is lifted.
- You have the right to lodge a complaint about the data controller with the ICO.

Please note that if you choose to exercise your rights to withhold data or insist on its deletion, then ICE and TTL may not be able to perform their duties in relation to your professional membership of the fulfilment of contracts relating to products and services purchased.

Further details about GDPR and your rights under GDPR can be found at the ICO's website at <https://ice.org.uk>