

**MAJLIS PEPERIKSAAN SENIBINA**  
**Lembaga Arkitek Malaysia (LAM)**  
**INTERIOR DESIGN LICENSURE EXAMINATION**

**PARTICULARS OF EMPLOYMENT**

**Name of registered office**

Address

Telephone Number

**Category of Office :**

(private, public, academic, etc.)

**Type of office :** (ref to IDLE Handbook 7.4g)Interior Designer / Architect, Engineer/ Quantity Surveyor /  
Town Planner Or others (pls state)

Principal's name(s) :

No. of Registered Interior Designer / Architects /  
Other relevant professions :

No of Technical staff :

No. of other staff :

Type of jobs and proportion of works undertaken

:

(e.g. 50% Commercial. 10% Institutional, 20%  
Residential, 20% others)**DECLARATION BY APPLICANT**

I, ..... (Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....  
Date

.....  
Signature

.....  
Registration No.

**DECLARATION BY SUPERVISOR / EMPLOYER**

I, ..... (Name) qualified as ....., hereby confirm that the information entered into this page is a true record.

.....  
Date

.....  
Signature

.....  
Registration No. & Rubber Stamp

**MAJLIS PEPERIKSAAN SENIBINA  
Lembaga Arkitek Malaysia (LAM)  
INTERIOR DESIGN LICENSURE EXAMINATION**

**SUMMARY OF PRACTICAL EXPERIENCE LOG SHEET**

Name of Applicant : .....

Address of Residence : .....

.....

Name Employer : .....

Job No	Job Title	Sheet No	Phases of Works SD / DD / CD / CI / FC & Period of Involvements in each Job <i>(month/year to month/year)</i>	No of weeks

**DECLARATION BY APPLICANT**

I, ..... (Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....  
Date

.....  
Signature

.....  
Registration No.

**DECLARATION BY SUPERVISOR**

I, ..... (Name) hereby confirm that the information entered into this page is a true record of the actual practical experience that the above applicant has acquired under my supervision.

.....  
Date

.....  
Signature

.....  
Registration No. & Rubber Stamp

**MAJLIS PEPERIKSAAN SENIBINA**  
**Lembaga Arkitek Malaysia**  
**INTERIOR DESIGN LICENSURE EXAMINATION**

**PRACTICAL EXPERIENCE LOG SHEET**

Job No : \_\_\_\_\_

Sheet No: \_\_\_\_\_

<b>Applicant</b>			
<b>Employment</b>			
<b>Job Title</b>			
<b>Site</b>			
<b>Position in Team</b>		<b>Value of ID Works :</b>	
<b>Period of Involvements</b>	<b>From:</b> dt    / mth    / yr	<b>To:</b> dt    / mth    / yr	

**Note :-**

1. Use separate Log Sheet for each job.
2. Every Job in Professional Experience Evaluation Report must be accompanied with respective Log Sheets

1. Scope of Mandatory Experience	Year		
Tick ( ✓ ) below as appropriate			
<b>A) Schematic Design Phase.</b>			
i. take client's instructions and analysing the project brief			
ii. prepare preliminary conceptual sketch proposals			
iii. prepare preliminary construction cost estimates			
iv. preparing drawings and documents to facilitate authority approvals			
<b>B) Design Development Phase</b>			
i. develop schematic design drawings for other consultants to commence their design work;			
ii. prepare working drawings to facilitate building plan approval			
iii. update preliminary construction costs estimates			
iv. update project planning and implementation schedule.			
<b>C) Contract Documentation Phase</b>			
i. prepare and finalise detail drawings and other documents for preparation of tender / quotation			
ii. in collaboration with other consultants, prepare documents for competitive tenders			
iii. invite tenders for the works;			
iv. evaluate results of the tenders and submit a report and recommendation to the client;			
v. award the contract on behalf of the client			
vi. prepare contract documents together with other consultants for signature by the client and the contractor.			

Scope of Mandatory Experience	Year		
<b>D) Contract Implementation and Management Phase</b>			
i. perform all functions and duties of an ID under the terms and conditions of the building contract			
ii. advise client on site staff required for the project and its budget			
iii. provide information and issue instructions to the contractor under the terms and conditions of the building contract for works to proceed			
iv. examine the works programme submitted by the contractor and to be satisfied that the works can be completed within the contract period			
v. inspect the ID works at periodic intervals to ensure the works are being executed in accordance with the building contract.			
vi. recommend issuance of a Certificate of Completion in Compliance			
vii. prepare as-built drawings and maintenance manuals together with all warranties			
viii. prepare Certificate of Making Good Defects			
ix. prepare final accounts and a final certificate of payment			
<b>E) Final Completion Phase</b>			
i. Certifying as built drawings and submitting maintenance manuals together with all warranties to the client			
ii. Issuing certificate of making good defects			
iii. Preparing final accounts for the contract and issue a final certificate of payment to the contractor			

**DECLARATION BY APPLICANT**

I, .....(Name) hereby declare that the information contained in this document is a true record of the practical experience that I have acquired.

.....  
Date

.....  
Signature

.....  
Registration No.

**DECLARATION BY SUPERVISOR**

I, .....(Name) hereby confirm that the information entered into this page is a true record of the actual practical experience that the above applicant has acquired under my supervision.

.....  
Date

.....  
Signature

.....  
Registration No. & Rubber Stamp

**MAJLIS PEPERIKSAAN SENIBINA**  
**Lembaga Arkitek Malaysia**  
**INTERIOR DESIGN LICENSURE EXAMINATION**

**PRACTICAL EXPERIENCE LOG SHEET**  
**(Non-Interior Designer's / Non-Architect's Office)**

Job No : \_\_\_\_\_  
 Sheet No: \_\_\_\_\_

<b>Applicant</b>			
<b>Employment</b>			
<b>Job Title</b>			
<b>Site</b>			
<b>Position in Team</b>		<b>Value of ID Works :</b>	
<b>Period of Involvements</b>	<b>From :</b> dt / mth / yr	<b>To :</b> dt / mth / yr	

*Note :-*

1. Use separate Log Sheet for each job.
2. Every Job in Professional Experience Evaluation Report must be accompanied with respective Log Sheets

<b>Scope of Mandatory Experience</b>	Enter the number of hours spent each week on each scope.											
<b>A) Schematic Design Phase</b>												
i. take client's instructions and analysing the project brief												
ii. prepare preliminary conceptual sketch proposals												
iii. prepare preliminary construction cost estimates												
iv. preparing drawings and documents to facilitate authority approvals												
<b>B) Design Development Phase</b>												
i. develop schematic design drawings for other consultants to commence their design work;												
ii. prepare working drawings to facilitate building plan approval												
iii. update preliminary construction costs estimates												
iv. update project planning and implementation schedule.												

Scope of Mandatory Experience	Enter the number of hours spent each week on each scope.											
<b>C) Contract Documentation Phase</b>												
i. prepare and finalise detail drawings and other documents for preparation of tender / quotation												
ii. in collaboration with other consultants, prepare documents for competitive tenders												
iii. invite tenders for the works;												
iv. evaluate results of the tenders and submit a report and recommendation to the client;												
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