

**MAJLIS PEPERIKSAAN SENIBINA Lembaga
Arkitek Malaysia (LAM)**

**PART III PROFESSIONAL EXAMINATION
PRACTICAL EXPERIENCE LOG BOOK**

Applicants are required to read all the conditions stipulated in this Document. Non-compliance to any requirements shall result in their applications to be rejected.

1.0 GENERAL INFORMATION

1.1 Section 10 (1) (b) of the Architects Act 1967 stipulates the following :

“Subject to this Act, a person who is registered as a registered Architect under paragraph (a) shall be required to obtain such practical experience as may be prescribed by the Board and to pass the examination as may be determined by the Board in order to be entitled to apply for registration as a Professional Architect under subsection (2)”.

1.2 The prescribed practical experience is for a minimum period of two (2) years (104 weeks) which must be obtained subsequent to the registration as an Architect with the Board of Architects Malaysia.

1.3 The two-year period is to be completed by 1st March being the closing date for the applicant to be eligible to take the Part III Professional Examination conducted by the Majlis Peperiksaan Senibina(MPS) LAM.

1.4 The Practical Experience Log Book (hereinafter referred to as the Log Book) should be read in conjunction with the Handbook for the Part III Professional Examination.

2.0 PURPOSE OF THE PRACTICAL EXPERIENCE LOG BOOK

2.1 The Log Book is to record the practical experience which have been acquired by the applicant as evidence of meeting the appropriate requirement covering the full scope of basic architectural services.

2.2 The information contained in the Log Book presented and certified by the Supervisor plays an important role in assessing the applicant for admission to the Part III Professional Examination.

2.3 The Log Book and/or any other evidence of the applicant’s practical experience will be examined by the Examiners to determine the qualification of the applicant.

2.4 The Log Book will be returned to the candidates after the Oral Examination.

3.0 RESPONSIBILITIES OF THE APPLICANT

- 3.1 The applicant shall obtain the experience under the supervision of a Professional Architect.
The applicant's experience shall cover the full scope of basic architectural services viz:
- (a) Schematic Design Phase
 - (b) Design Development Phase
 - (c) Contract Documentation Phase
 - (d) Contract Implementation and Management Phase
- 3.2 The applicant shall, during the period of employment, gain knowledge and understanding of architectural practice and the implications of professional decisions made during the period of practical experience.
- 3.3 The applicant shall record his practical experience in the Log Book strictly in accordance with the instructions specified therein. Such records shall be authenticated, signed and dated by the supervising Professional Architect at a six monthly intervals.
- 3.4 Incomplete and inadequate submission shall be rejected .
- 3.5 The Log Book shall be accompanied with the Professional Experience Evaluation Report in respect of at least one project as in the log sheets to reflect the practical experience gained in the full scope of basic architectural services.

4.0 THE RESPONSIBILITIES OF THE SUPERVISING PROFESSIONAL (Professional Architect/Professional Engineer)

- 4.1 The Supervising Professional shall ensure the applicant is provided with adequate practical experience at a professional level in order to qualify for admission to the Part III Professional Examination.
- 4.2 The Supervising Professional is required to authenticate the practical experience entered in the log sheets.

5.0 RULES IN COMPLETING THE LOG BOOK AND THE PROFESSIONAL EXPERIENCE EVALUATION REPORT

- 5.1 The applicant shall refer to Clause 8.0 of the Handbook for the Part III Professional Examination for evidence of practical experience that must be submitted.
- 5.2 The applicant is advised to read carefully the information included with the Log Sheets and supporting documents.
- 5.3 Log Sheet entries reflect the experience gained as stipulated under paragraph 3.0 above. The entries shall be authenticated by the Supervising Professional.

5.4 In completing the Record of Practical Experience Log Sheets, applicant shall comply with the following :

- Separate Log Sheets shall be used for each project;
- Complete all necessary details specified in the Record of Practical Experience Log Sheets;
- Tick the appropriate column of actual practical experience gained;
- Complete the details required in Document MPS-LAM 1, MPS-LAM 2, MPS-LAM 3 (where appropriate) and MPS-LAM 4.

6.0 NON-COMPLIANCE OF STIPULATED REQUIREMENTS

Submission by applicants which do not comply with the stipulated requirements shall be rejected.

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia (LAM)**

PARTICULARS EMPLOYMENT

Name of registered office
Address

Email Address

Nature of Employment:
Architect, Engineer/ Quantity Surveyor /
Town Planner or Others (pls state)

Principal's name(s) :

No. of Registered Architects /
Other relevant professions :

No of Technical Staff :

No. of other Staff :

Type of jobs and proportion of
works undertaken : (e.g.20% Commercial.
30% Residential, 20% Institutional, 20%
Industrial, 10% 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 true.

.....
Date

.....
Signature

.....
Rubber Stamp of Qualification /
Registration No.

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia**

SUMMARY OF PRACTICAL EXPERIENCE LOG SHEET

Name of Applicant :

Address of Residence :
.....

Name Employer :

Job No	Job Title / Description	Sheet No	Phases of Works SD / DD / CD / CIM / FC & Period of Involvements in each Job (month/year to month/year)	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

.....
Rubber Stamp of Qualification /
Registration No.

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia (LAM)**

PRACTICAL EXPERIENCE LOG SHEET

Job No. :

Sheet No. :

Applicant		
Employment		
Job Title		
Site		
Position in Team		Value of Job:
Period of Involvements	From : dt / mth / yr	To : dt / mth / yr

Scope of Mandatory Experience	Year		
Tick (✓) below as appropriate			
A) Schematic Design Phase (SD)			
a. Taking the client's instructions and analyzing the project brief;			
b. Preparing preliminary conceptual sketch proposals to interpret the project brief;			
c. Developing the preliminary conceptual sketch proposals into sketch designs to a stage sufficient to enable an application to be made for planning approval or approval in principle as required under any relevant laws;			
d. Preparing preliminary estimates of the probable construction costs based on the current area, volume or other unit costs;			
e. Where applicable, preparing and submitting drawings and other necessary documents to the relevant approving authorities for either town planning approval or approval in principle as required under any relevant laws.			
B) Design Development Phase (DD)			
a. Upon approval of the sketch designs by either the relevant approving authority or the client, developing schematic design drawings to a stage to enable other consultants to commence their detailed design work;			
b. Preparing working drawings and submitting the same together with all the necessary particulars to the relevant approving authorities to obtain building approval;			
c. Updating the preliminary estimates of construction costs and submitting the same to the client for his approval;			
d. Updating the project planning and implementation schedule and submitting the same to the client for his approval.			

Scope of Mandatory Experience	Year		
C) Contract Documentation Phase (CD)			
a. Upon approval by the client of the updated preliminary estimates of construction costs and the project planning and implementation schedule, preparing and finalizing detailed drawings and other particulars necessary to the stage of completion sufficient to enable bills of quantities to be prepared;			
b. In collaboration with other consultants, prepare all documents necessary for obtaining competitive tenders for the works;			
c. Inviting, on behalf of the client, tenders for the works or collaborating with other consultants engaged by the client to do so;			
d. Evaluating the results of the tenders and submitting a report and recommendation to the client;			
e. Awarding the contract on behalf of the client;			
f. Preparing the building contract documents, either alone or collaboration with other consultants appointed by the client, for signature between the client and the contractor.			
D) Contract Implementation and Management Phase (CIM)			
a. Performing all functions and duties of the architectural consultancy practice under the terms and conditions of the building contract			
b. Advising the client on the site staff required for the project and estimating the cost and duration of their employment;			
c. Providing information and issuing instructions to the contractor as required under the terms and conditions of the building contract to enable the contractor to proceed with the works;			
d. Examining the works programme submitted by the contractor and to be satisfied that the works can be reasonably be completed within the contract period;			
e. Inspecting the works at periodic intervals so as to ensure the works are being executed in accordance with the building contract and to issue a certificate of practical completion			
E) Final Completion Phase (FC)			
a. Issuing a certificate of completion and compliance for building after being satisfied that the building is fit and safe for occupancy;			
b. Certifying as-built drawings and submitting maintenance manuals together with all warranties to the client;			
c. Issuing a certificate of making good defects after being satisfied that all defects to the building have been rectified;			
d. Preparing final accounts for the contract and issuing a final certificate of payment to the contractor.			

Note :-

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

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 these pages are true record of the actual practical experience that the above applicant has acquired under my supervision.

.....
Date

.....
Signature

..... Rubber
Stamp with
Qualification / Registration
No.

**MAJLIS PEPERIKSAAN SENIBINA
Lembaga Arkitek Malaysia (LAM)**

PARTICULARS OF EMPLOYER	
Name, address and telephone number of main office	
Type of office (private, public, industrial, etc.)	
Principal's names	
No. of Professionals Architects No. of Architects No. of Technical Staff	
Type of organisation and proportion of works undertaken (e.g. 20% housing, 30% schools, 10% factories, 40% others.), specialist staff and other relevant particulars.	

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.