



**ARCHITECTS AND QUANTITY SURVEYORS
REGISTRATION BOARD**

P.O Box 72673 Dar es Salaam.

QUANTITY SURVEYING

PRACTICAL EXPERIENCE LOG BOOK

Name of Candidate:

Year/Month of Examination:

TO BE FILLED IN BY HAND

GUIDE TO CANDIDATE

A Candidate's Documentary Submission

This is done in a logbook.

The logbook consists of two sections:

1. Professional Curriculum Vitae covering:

- (i) Details of full time and/or part time education and dates of Examinations taken.
- (ii) The record of practical training undertaken prior to graduation.
- (iii) Professional experience post-graduation.
- (iv) Details of continuing Professional Development activities.
- (v) Particulars of persons involved in supervising and advising throughout the post-graduation Professional experience.

2. Experience Requirement Diary

The Diary has the following items

Detailed breakdown of activities:

There are six sections for which the candidate will be examined for Experience Requirement (ER) which are:

- (i) Measurement
- (ii) Cost Planning and Cost control
- (iii) Tendering and Pricing
- (iv) Contract Documentation & Administration
- (v) Construction Management
- (vi) Specialist Activities

The Candidate is encouraged to log onto the Assessment Form any other professional experience undertaken, that is not specifically listed as a sub-heading. This can be logged on under the "Related Experience" sub-heading, but must be under the relevant Section.

Each of these is divided into subheadings; each one with hours expected and marks/points. The candidate is expected to indicate on the log sheets the number of hours spent on an activity, and the supervisor will certify this with a name and signature at the bottom of each ER entered. Entries will follow the structure outlined below:

- (i) Activity
- (ii) Date
- (iii) Total time spent on that activity
- (iv) Knowledge acquired
- (v) Other professionals (or consultants) involved
- (vi) Signature of the candidate and the supervisor
- (vii) Comments by the Supervisor

The Diaries accepted will be only those issued by the Board and the Board will keep proper records of each Diary taken. Candidates are hereby requested to note that that it is not necessary that training is to be for consecutive two years. The main emphasis should be to meet the minimum mandatory/recommended hours even if it is for a period exceeding two years.

Candidates who will have acquired the required minimum experience prior to the introduction of the new system will be considered accordingly on a historical basis, provided that the Board reserves the right to secure further information to authenticate the accuracy of information entered in the Diary.

3. Logbook submission:

The logbook must be filled by the candidate and submitted to the Board at an interval of **Three (3) MONTHS**. This will assist the current supervisor not to sign off works undertaken which they are not aware of. In addition, the supervisor will have sufficient time to evaluate professional activities undertaken by the candidate as recorded, thus providing closer supervision and guidance on areas that require additional experience.

The Candidate is required to complete the Assessment Form with the Total Hours Spent on each sub-heading, prior to submission of the Log Book. The Assessment Forms are to be completed and summarised on the “**Analysis of Hours of Experience**” and submitted **FOR EACH INTERVAL OF SUBMISSION**.

4. Mandatory Requirements

- (i) The Candidate is to note that it is **MANDATORY** for the Candidate's Declaration Form to be fully completed, signed and submitted with the Logbook for Assessment.
- (ii) It is similarly **MANDATORY** that the Supervisor's Declaration Form is fully completed, signed and submitted.
- (iii) It is also **MANDATORY** that before the submission of the Logbook for the Final Assessment, both the Candidate and the respective Supervisor satisfy themselves that the **Mandatory Minimum Experience Requirement** has been achieved.

This shall be of experience logged for **at least 50% of the Total Minimum Recommended Hours over at least 50% of the sub-section within each Section**. This shall be applicable to ALL SECTIONS **except SECTION 6 which the minimum mandatory score shall be 40%**

If any one of the above three mandatory requirements are not returned with a "YES", AQRB will refer the Candidate to gain additional experience and meet all three Mandatory Requirements

5. Supervising Quantity Surveyor

The Board places upon the Supervising Officer the responsibility of exercising professionalism and credibility in moulding the Candidate to be a worthy professional of the future, by making sure the Logbooks entries are true and correct, in tasks undertaken, relevant narrative, hours logged for the undertaken tasks, and also the overall entry of the requested information on the log sheets.

It is expected of the Supervisor to guide the Candidate, assist and facilitate so as to allow the Candidate to attain a balanced experience to accord to the minimum requirements set.

The Board reserves the right to take to task the Supervisor who counter-signs Log Sheets for entries or experience which will prove not to reflect correctly the experience of the Candidate.

B Professional Interview

The examiners will probe the candidate's knowledge and experience as set out in the Diary. They will also seek by other relevant questions to satisfy themselves that the candidate:

1. Understands and appreciates the obligations and responsibilities that a Quantity Surveyor has to the client, to the profession, to other members of the construction team and to society.
2. Possesses the ability to fulfil these requirements.

The examiners will also pay attention to the ability of candidates to express themselves clearly and concisely in written and spoken English.

C The Written Examination

The written examination is in two subjects

Part 1: Professional Practice.

Part 2: Practical Problem:

The papers are designed to reflect the scope of professional activities in the fields of Pre- and Post – Contract of a construction project, as well as office management. The papers will also touch areas like arbitration, and other specialized services a Quantity Surveyor can be expected to be involved in. The questions of each part are devised in order to enable candidates to demonstrate the range and quality of their knowledge and understanding of professional practice.

EXPERIENCE REQUIREMENT ASSESSMENT BASIS

SECTION ONE: MEASUREMENT

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidates Total Hours Spent	Examiners Points Score
1.1	Site Survey and Take Records	56	2		
1.2	Measurement of				
1.2.1	New Works: Building and/or Civils	112	4		
1.2.2	Rehabilitation; Building and/or Civils	84	3		
1.2.3	Services Installations	84	3		
1.3	Drafting of				
1.3.1	Invitation/Instructions to Tenderers	56	2		
1.3.2	Preliminaries	56	2		
1.3.3	Preambles	56	2		
1.3.4	Specifications	56	2		
1.3.5	Contract Conditions	56	2		
1.4	Editing Tender Bills Of Quantities	28	1		
1.5	Other Related Experience	28	1		
1.6	Schedule of Materials	56	2		
TOTAL		784	28		

NOTE:

FINAL SUBMISSION QUALIFICATION:

MINIMUM (HOURS) 392
ACROSS 50% OF SUB-SECTIONS

EXPERIENCE REQUIREMENT ASSESSMENT BASIS

SECTION TWO: COST CONTROL & PLANNING

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiner's Points Score
2.1	Cost Analysis Data	56	2		
2.2	Approximate Estimate	56	2		
2.3	Cost Planning	56	2		
2.4	Maintenance Cost and Cost-in-Use	56	2		
2.5	Cost Evaluation of Design Alternative	84	3		
2.6	Periodic Cost Reports	56	2		
2.7	Other Related Experience	28	1		
	TOTAL	392	14		

NOTE:

FINAL SUBMISSION QUALIFICATION:

**MINIMUM (HOURS)
ACROSS 50% OF SUB-SECTIONS**

196

EXPERIENCE REQUIREMENT ASSESSMENT BASIS

SECTION THREE TENDERING & PRICING

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiner's Points Score
4.1	Build up prices				
4.1.1	For Unit Rates	84	3		
4.1.2	For Preliminaries	28	1		
4.2	Profit and Overheads Margins	28	1		
4.3	Documentation and/or Pricing for				
4.3.1	Design & Build Tenders	84	3		
4.3.2	Other Tenders	84	3		
4.3.3	Consultancy Services (EoI; RFP; etc)	56	2		
4.4	Tender Evaluation, Analysis and Reporting	112	4		
4.5	Cost Negotiations and Reduction	28	1		
4.6	Other Related Experience	28	1		
	TOTAL	532	19		

NOTE:

FINAL SUBMISSION QUALIFICATION:

MINIMUM (HOURS)	266
ACROSS 50% OF SUB-SECTIONS	

EXPERIENCE REQUIREMENT ASSESSMENT BASIS

SECTION FOUR : CONTRACT DOCUMENTATION & ADMINISTRATION

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiner's Points Score
3.1	Forms of Contract	28	1		
3.2	Contract Terms Negotiations	56	2		
3.3	Interim Valuation	56	2		
3.4	Valuation of Variations	56	2		
3.5	Final Account	84	3		
3.6	Variation of Price Claims	56	2		
3.7	Ex-contractual claims	84	3		
3.8	Other Related Experience	28	1		
	TOTAL	448	16		

NOTE:

FINAL SUBMISSION QUALIFICATION:

**MINIMUM (HOURS) 224
ACROSS 50% OF SUB-SECTIONS**

EXPERIENCE REQUIREMENT ASSESSMENT BASIS

SECTION FIVE: CONSTRUCTION MANAGEMENT

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiner's Points Score
5.1	Planning of Resources	56	2		
5.2	Resources				
5.2.1	Costing of Resources	84	3		
5.2.2	Procurement of Resources	56	2		
5.3	Cash Flow Forecasting	56	2		
5.4	Sub-contractors/Suppliers				
5.4.1	Orders with Sub-contractors	56	2		
5.4.2	Orders with Suppliers	56	2		
5.5	Costing Site Activities	56	2		
5.6	Profitability Schedule	56	2		
5.7	Other Related Experience	28	1		
	TOTAL	504	18		

NOTE:

FINAL SUBMISSION QUALIFICATION:

MINIMUM (HOURS)	252
ACROSS 50% OF SUB-SECTIONS	

EXPERIENCE REQUIREMENT ASSESSMENT BASIS

SECTION SIX: SPECIALIST ACTIVITIES

Sub-Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiner's Points Score
6.1	Conditional Survey and Schedule of Dilapidations	56	2		
6.2	Insurances and Bonds	28	1		
6.3	Arbitration Proceedings	28	1		
6.4	Legal Proceeding and ADR System	28	1		
6.5	Insolvency, Determination and Notional Final Accounts	56	2		
6.6	Financial Viability Analysis	56	2		
6.7	Technical Auditing	28	1		
6.8	Computer Softwares				
6.8.1	Any QS Programme	28	1		
6.8.2	Any Project Management Programme	28	1		
6.9	Understanding the role AQRB	56	2		
6.10	Understanding the role of TIQS	56	2		
	TOTAL	448	16		

NOTE:

FINAL SUBMISSION QUALIFICATION: **MINIMUM 180 HRS (40%)**

**EXPERIENCE REQUIREMENT ASSESSMENT BASIS
ANALYSIS OF HOURS OF EXPERIENCE FOR STAGE SUBMISSION**

Section	Description	Minimum Recommended Hours	Total Available Points	Candidate's Total Hours Spent	Examiner's Points Score
ONE	MEASUREMENT	672	24		
TWO	COST PLANNING & CONTROL	392	14		
THREE	CONTRACT DOCUMENTATION & ADMINISTRATION	448	16		
FOUR	TENDERING & PRICING	532	19		
FIVE	CONSTRUCTION MANAGEMENT	504	18		
SIX	SPECIALIST ACTIVITIES	448	16		
TOTAL		2996	107		

NOTE:

FINAL SUBMISSION :

**MINIMUM
QUALIFICATION
(HOURS) 1274
ACROSS 50% OF SUB-
SECTIONS 1, 2, 3, 4 &
5**

Date of Submission _____

Stage of Submission _____

Candidate's Name _____

Candidate's signature _____

Supervisor's Name _____

Supervisor's Signature & Stamp _____

Reg. Nr. _____



1. Projects Name:	
-------------------	--

<u>Sub-section Ref:</u>	<u>Sub-section Description:</u>
-------------------------	---------------------------------

Date of task:	From		To	
---------------	------	--	----	--

2. Brief Narration (not definition) of the Specific task(s) undertaken:

3. Relevant output of the Specific Task(s) undertaken:

4. Problems experienced:

5. Solution adopted:

6. Total hours spent in undertaking the Specific Task(s):

7. Other Project Consultants at the stage of the Specific Task(s):

8. Contractor(s) at the stage of the Specific Task(s):

9. Candidate's signature:

10. Supervisor's name:

11. Supervisor's signature and rubber stamp:

12. Date (of Supervisor's signature):

UNITED REPUBLIC OF TANZANIA
Architects and Quantity Surveyors Registration Board

Pamba Road
Tetex House
2nd Floor



P.O BOX 72673
Dar es Salaam, Tanzania
Tel: +2110292
Email: info@aqrb.go.tz
www.aqrb.go.tz

DECLARATION FORM BY CANDIDATE

I.....

Index No.ID NO.....

do hereby declare that the work I have submitted to the Architects and Quantity Surveyors Registration Board of Tanzania as part of my Professional Examinations for the Yearis a true record of the work done by me under the guidance of the Registered persons as stated and signed off on the individual pages of Log Book.

Candidates Signature.....

Note: where the above space is not sufficient for a given report item, additional pages should be used following the same format.

UNITED REPUBLIC OF TANZANIA
Architects and Quantity Surveyors Registration Board

Pamba Road
Tetex House
2nd Floor



P.O BOX 72673
Dar es Salaam, Tanzania
Tel: +2110292
Email: info@aqrb.go.tz
www.aqrb.go.tz

**DECLARATION FORM BY THE SUPERVISOR OF THE
PROFESSIONAL TRAINING**

I,, a Registered Quantity Surveyor with AQRB, Registration Nr. do hereby declare that the Log Book entries, against which I have signed off, are true and correct, reflecting the tasks undertaken, under my supervision, towards giving the Candidate the relevant experience.

I also declare that the narration by Candidate, hours logged, and overall entry of the requested information on the Log Sheets, are a true reflection of, and about, the tasks undertaken.

I am satisfied that the Candidate has gained sufficient experience and therefore is ready to submit the Log Book for the follow-on process towards the Professional Examination.

Supervisor's signature and stamp

Name, Address & Stamp of Firm/Company
.....
.....
.....
.....



ADMISSION TO PROFESSIONAL PRACTICE

ENTRY EXAMINATION

Certificate of Practical Experience

This is to certify that _____ (full name of applicant)
had continuous full-time experience* in my office from _____ to
_____ and that under direction he/she was involved in the following areas of work: Please tick (v) in the left
hand side box and put hours in the right hand side box.

- | | |
|---|--------------------------|
| <input type="checkbox"/> Measurements..... | <input type="checkbox"/> |
| <input type="checkbox"/> Cost Planning and Control..... | <input type="checkbox"/> |
| <input type="checkbox"/> Contract Documentation and Administration..... | <input type="checkbox"/> |
| <input type="checkbox"/> Tendering and estimating..... | <input type="checkbox"/> |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> |
| <input type="checkbox"/> Specialist Activities..... | <input type="checkbox"/> |
| <input type="checkbox"/> Other (please describe) | <input type="checkbox"/> |

***If employment has been part-time indicate here the number of hours per week**

Job Title of Applicant _____

Name of Supervisor (*Print*) _____

Professional Qualifications of Supervisor _____

Name of Principal/Employer (*Print*) _____

Name of Practice/Company _____

Address of Practice/Company _____

Business of Practice/Company _____

Signature and Stamp of Principal/Employer _____ Date _____

Please complete if applicable

This is to certify that _____'s English language ability is adequate for
independent practice.

Please note: a separate Certificate must be submitted