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**Published on the website on May 2024**

**Implementing Regulations for Law No. (51) of 2014 regarding the Regulating Practice of Engineering Professions**

**Article One**

**Definitions**

In applying the provisions of this Regulation, the following terms and expressions shall have the meanings assigned to them unless the context otherwise requires:

**Law:**Law No. (51) of 2014 regarding the Regulating Practice of the Engineering Professions.

**Ministry:**The Ministry concerned with Works.

**Council:**The Council for the Regulating the Practice of Engineering Professions that was established under Article (5) of this Law.

**Chairman:**The Chairman of the Council for the Regulating the Practice of Engineering Professions.

**Engineering Professions:**Any engineering works activity in any engineering field or branch.

**Practice of Professional Engineering:**Practice of the profession of engineering in all its fields and divisions and those devoted thereto, subject to the conditions set out in the Law and in this Regulation, and to the licence granted to the engineer.

**Article Two**

**Council**

The Council formed in accordance with the law is responsible for issuing the licences required to practise the engineering professions in the Kingdom of Bahrain. The Council's decisions are subject to review by the Minister. Appeals may be lodged with the courts.

**Article Three**

**Lack of interest or advantage for the Council member during his period of office**

A Council member is prohibited from having an interest or benefit that conflicts professionally and legally with his work on the Council, whether directly or indirectly.

The member shall notify the Council of the interest or benefit that conflicts with his work, and may request its removal and instruct other members of the Council to carry out the work.

The Council may, on its own initiative, remove the member from such work and appoint another member if it deems it necessary.

Members of the Council shall sign a written declaration on their appointment to the Council, in which they undertake to inform the Council if they have any interest or benefit that conflicts with their work in the Council.

**Article Four**

**Competences of the Council**

The Council shall be competent to:

1-Issue the required licences to practise the engineering professions.

2- Decide on applications for licences to practice the engineering professions and issue them after being satisfied that they meet all the requirements contained in the Law and in the present Regulation (Annex No. 1 and Annex No. 4).

3- Verify that all engineers practising engineering in Bahrain have obtained a license to practice the profession from the Council in one of the fields and divisions of engineering according to its classification (Annex No. 6) to the present Regulation.

4- Verify that all engineering offices practising engineering in Bahrain have obtained a license from the Council for such practice.

5- Ensure that the licensed engineer or office is wholly devoted to the practice of the engineering profession and is not a professional for any commercial work in addition to practising any of the engineering professions for which it is licensed.

6-Pay the prescribed fees in accordance with the Law and the present Regulation.

7- Verify that all engineers and engineering offices maintain the ethics and principles of the profession.

8-Take the necessary legal action against engineers and engineering offices whose violations of the Law and the present Regulation are proven to the Council.

**Article Five**

**Commercial Professional Work**

The licence holder shall devote himself to the practice of the engineering profession and shall not combine his work with any commercial professional work.

A commercial professional is anyone who obtains a commercial register for the practice of one of the commercial professions that conflict with the practice of the engineering profession.

The creation of commercial companies or the performance of any executive or administrative work in them is considered to be a type of commercial activity that an engineer or a registered office is not permitted to undertake.

No licence to practice engineering work shall be granted to any person who engages in any commercial or business activity that conflicts with the practice of the engineering profession, namely:

1- Import, export and distribution of goods.

2- Extraction of natural resources such as mines, quarries, oil sources, stone cutting and such other activities.

3- Contracts of public works, construction, alterations, repair and demolition. and contracts of cleaning and maintenance where the contractor undertakes to provide the required materials or workforce.

4- Purchase of properties and real estate rights with the intention of selling them and the ، sale thereof after having purchased them with the aforesaid intent.

Applicants for a licence shall disclose any business they have carried on before or after obtaining the licence.

The Council for Regulating the Practice of Engineering Professions may refuse to grant a licence to an applicant for a licence if he is engaged in other commercial professions which, in the opinion of the Council, are in conflict with the engineering profession.

In all cases, the Council gives its final approval in each individual case.

**Article Six**

**Procedures to apply for a licence**

First- Licences for Engineers:

1-An application to obtain a license to practise one of the engineering professions shall be submitted to the Council in the application form set out for this purpose. The licence applicant shall enclose with the application all academic certificates, experience certificates and the required attachments mentioned in the licence application.

Applications shall only be accepted from those who meet all the conditions set out in Article (7) of the Law.

2- The Council shall check and verify that all the data contained in the form is accurate, and shall verify the validity of the academic and scientific certificates issued by the competent authorities of the Kingdom.

3- The Council shall collect the prescribed licensing fees from the engineer and issue him with a license certificate to practise the profession in the required field.

**Second - Approval for engineering offices:**

Only engineers licensed to practise engineering shall be allowed to open an engineering office as per sub-section (First) mentioned above.

It is not permitted to open an engineering office except for those who meet the conditions set out in Article Nine of this Regulation, and the standards set for engineering offices in Annexes No. (4, 3, 2) to this Regulation.

**Article Seven**

**Licence for non-Bahraini engineer**

A non-Bahraini engineer may be licensed to practise any of the engineering professions in the Kingdom if he fulfils all the conditions provided for in Article (8) of the Law. If he fulfils the conditions, his application for a licence shall be processed in the same manner as that of a Bahraini, in terms of the procedures for obtaining a licence, after paying the prescribed fees. One exception to the requirement to obtain a licence concerns an engineer working in a foreign expert bureau based in Bahrain, who is delegated by the expert bureau with which he works and for which he is entirely responsible, to carry out work related to specific government or industrial projects. The latter may carry out such work for a period not exceeding six months, provided that he submits an application for exemption from the requirement to obtain a licence to the bureau of experts which sent him, in accordance with the controls contained in these regulations (Annex 7).

**Article Eight**

**Engineers working in government agencies and public bodies should be allowed to practise one of the engineering professions**

Engineers working in government agencies, public bodies and institutions shall be licensed to practise one of the engineering professions, subject to the following conditions:

The licence application shall be submitted by the entity where the engineer works.

2- The engineer for whom a licence is requested shall meet the engineer qualification requirement provided for in Clause (3) of Article (7) of the Law.

The licence granted to them shall be valid for the duration of their work without any need to be renewed until the engineer's employer notifies him that he is no longer an employee.

Applications for registration are submitted free of fee.

In accordance with the laws and regulations in force regarding their profession, the disciplinary actions of engineers shall be carried out by the relevant authority of their employer.

**Article Nine**

**Engineering Offices:**

The engineering office is the office which is owned by one or more individual engineers working in the form of a company or institution registered under that name. In this case, they are jointly and severally liable for the office's work. Whether the owner of the office is a company or an individual engineer, he shall hold a licence to practise as an engineer issued by the Council and shall have actually practised the profession since obtaining this licence for a period of at least five continuous years or seven non-consecutive years after acquiring the engineering qualification.

Ordinary annual leave is not considered a break in employment.

The owner of an engineering office owned by an individual engineer may delegate someone to replace him during his absence from work, provided that the owner of the office is fully responsible for the acts and actions of his delegate during his absence, and that the delegate is an approved engineer and is in the same speciality and grade as the owner. The term of the licence shall not exceed six months.

The licence is valid only if the Council approves it.

In all cases, the office owner shall take out an all-risk insurance policy to cover the office's liability for professional negligence and persons injured by the work, such as bystanders and other persons having nothing to do with the work (third party). This also includes damage resulting from poor professional performance by the employer, whether an individual or a company, as specified in this Regulation (Annex 5). If the office meets all the required conditions, the licence shall be issued to the office of the required category or branch after the owner of the office has paid the prescribed fee.

Engineering offices are classified as set out in Annex No. (2) to this Regulation.

**Article Ten**

**Licensing of a foreign facility to carry out engineering work in Bahrain**

Taking into account the Commercial Companies Law, an exception may be granted to permit a foreign facility to establish an office practising any of the engineering professions in the Kingdom, provided that it complies with all the requirements provided for in Article (11) of the Law.

The application for a licence shall be submitted to the Council on the form prepared for this purpose after payment of the fees prescribed in this respect.

It shall also be verified that the foreign installation has taken one of the forms of a commercial company by submitting the necessary supporting documents. It is also necessary to verify that the foreign facility possesses a high level of expertise, capacity and technical skills that are not available in the Kingdom. This requirement applies in particular to the provision of services that are sufficient to meet local needs. It is up to the Board to assess whether there is a need for the services of a foreign facility in the Kingdom.

The Council shall conduct studies of local needs for engineering services and determine whether they are being met locally.

The Council shall ensure that the insurance policy provided by the facility applying for a licence covers the following:

1 - The establishment's professional performance.

2- The responsibilities of the establishment with regard to professional errors, persons injured by the work and the professional poor performance of the employer, whether an individual or a company.

3- The employer who contracts with the institution to carry out the work, provided that the insurance cover for each job is determined according to its nature and value.

If the Council confirms all this, it shall issue the licence, specifying the conditions under which it is granted and its duration, on the form prepared for the purpose, after paying the fees prescribed for the purpose.

The Council shall decide on the application within a period not exceeding sixty days from the date on which it is submitted and that it meets the required conditions. If no reply is received within this period, this shall be deemed to constitute an implicit rejection of the application, in which case the applicant shall have the right to enquire of the Council as to the reasons for the rejection of the application. If the Council expressly rejects the application, its reasoned rejection decision is communicated to the establishment applying for approval by registered letter with acknowledgement of receipt to the address given on the application. Any person whose application is rejected may not submit a new application until the reasons for rejection have ceased to apply.

**Article Eleven**

**Licences Register**

1- The Council shall draw up a special register in which shall be recorded all licences issued to engineers and engineering offices in accordance with the provisions of the Law and this Regulation, and shall also endeavour to update all data whenever anything new occurs.

Any licensed engineer registered in the Register may request an extract from it in return for a fee. This extract is equivalent to a certificate from the Council attesting to his registration on the register regulating the practice of engineering professions.

The registration record may be in paper form and on sequentially numbered pages, or it may be in electronic form. However, in this case, an appropriate technique needs to be used that does not allow any changes to be made without leaving a complete record of the nature of the change and the date on which it was made. To this end, an electronic copy is created to support the record.

If the engineer or office ceases to practise the profession for any reason, the Council shall remove it from the register and inform the public by publication in the Official Gazette and a local newspaper.

2- The following data shall be entered in the register of licences for each engineering office:

A) The name of the licensee, its commercial registration number, its registration number and address of residence in the Kingdom if it is a natural person, its commercial registration number, the legal form of its commercial establishment, the address of its registered office, the address of the foreign establishment in the case of the foreign office if the licensee is a legal person, the address of the legal office, the address of the foreign office in the Kingdom, and all the data of the owner of the foreign establishment in the case of the foreign office if the licensee is a legal person.

B) The address of the principal place and branches through which the licensee shall practice engineering in the Kingdom.

C) The licence field and division, if applicable, its category, the start and end dates of the licence and any subsequent renewals.

D) All fees due, paid and unpaid relating to the licence.

E) All penalties imposed on the licensee in accordance with the provisions of the Law.

3- The following data shall be registered in the Register of Licences for each engineer:

A- The licensee's name, nationality, resident number and residence address in the Kingdom, and in his country of origin if he is not a citizen of the Kingdom.

B - Data from any trade register for any commercial establishment owned by the Licensee or in which he holds a share. C - The name and approval number of the establishment, if it is an engineering office, through which the licensee is entitled to work.

D - The field and division of the licence, if applicable, its category, the start and end dates of the licence, and each subsequent renewal.

E- The registration record may be in paper form and on sequentially numbered pages, or it may be in electronic form. However, in this case, an appropriate technique needs to be used that does not allow any changes to be made without leaving a complete record of the nature of the change and the date on which it was made. To this end, an electronic copy is created to support the record.

F- All fees due, paid and unpaid relating to the licence.

G - Data on licences issued by the Council to the licensee to practise engineering for another establishment in the past.

H - All sanctions imposed on the licensee in accordance with the provisions of the Law.

4- The register is updated by recording any change made to any of the data referred to in this Article. The engineer or engineering office shall notify the Council of any such change within thirty days of the date of its occurrence.

5 - The licence certificate shall be issued and the data recorded thereon as follows:

A) Each licence holder shall be issued with a licence certificate in the form prepared for that purpose by the Council and stamped with the Council's seal.

B) The following licence data shall be recorded in the engineering office's licence certificate:

1. The name of the licensee, its commercial registration number, its registration number and address of residence in the Kingdom if it is a natural person

2. The name of the licensee, its commercial registration number, the legal form of its commercial establishment, the address of its registered office, the address of the foreign establishment in the case of the foreign office if the licensee is a legal person, the address of the legal office, the address of the foreign office in the Kingdom, and all the data of the owner of the foreign establishment in the case of the foreign office if the licensee is a legal person.

3. Licence number and date of first issue.

4. Period of validity of the licence.

5. The address of the principal place and branches through which the licensee shall practice engineering in the Kingdom.

6. The field and division of the licence, if applicable, its category, the start and end dates of the licence, and each subsequent renewal.

C) The following licence data shall be recorded on each engineer's licence certificate:

1. The licensee's name, nationality, resident number and residence address in the Kingdom, and in his country of origin if he is not a citizen of the Kingdom.

2. The name and approval number of the establishment, through which the licensee is entitled to work.

3. Licence number and date of first issue.

4. Period of validity of the licence.

5. Field and division of licence, if any, and its category.

D) The licensee shall return the licence certificate immediately after ceasing to practise the profession, if this occurs before the expiry of the licence period.

**Article Twelve**

**Licences Renewal**

With the exception of licences granted to engineers working in Government bodies and institutions, the term of a licence is one year and is renewed on application to the Council within a period not exceeding thirty days from the date of its expiration.

If the licensee submits the application for renewal within the period referred to in the previous paragraph late and with an acceptable excuse to the Council, the Council shall consider the renewal as if the application had been submitted within the thirty-day period.

If the delay in filing the renewal application is without an acceptable justification, an additional fee of ten dinars shall be charged for each day of delay, up to a maximum of thirty additional days. The Council shall, within seven days of the end of this period, issue a warning to the licensee if he fails to submit a renewal application and pay the fee due. If the licensee fails to respond to this warning, the Council shall cancel the licence and publish the cancellation period in the Official Gazette and in a daily newspaper.

A licensee whose license has been cancelled is not entitled to practise engineering and shall settle pre-cancellation relationships with clients and shall not accept any further work.

A person whose licence has been revoked may only be allowed to practise engineering by submitting a new application in accordance with the requirements set out in the Law and this Regulation.

**Article Thirteen**

**License Expiry**

**First - Expiry of the Engineer's Licence:**

The engineer's licence shall expire in one of the following cases:

1- Death: In this case, the matter falls outside the powers of the Council and is the responsibility of the appropriate authorities.

2- Loss of one of the conditions of licence provided for in this Regulation, read with section (7) or section (9) of the Law, as the case may be.

3- Termination of the working relationship between the engineer and the employer who obtained the engineer's licence for the purpose of working for them.

4- Expiry of the engineering office licence for which the engineer's licence was obtained for the purpose of working there.

5- Cessation of the practice of the profession for one of the reasons set out in section (17) of the Law.

6- Failure to renew the licence in accordance with Article Twelve of this Regulation.

7- Revocation of the licence and a final ban on practising the profession in accordance with article Twelve of this Regulation.

**Second - Expiry of the Engineering Office's Licence:**

The engineering office's licence shall expire in the following cases:

1- Death of the owner of the office if the office license is for a sole proprietorship.

2- Expiry of the company in accordance with the Commercial Companies Law, in cases where the office takes the form of a company.

3- Loss of any of the conditions for approval of the engineering office provided for in this Regulation and in the Law.

4- Cancellation of the engineering office's approval in accordance with Article Twelve of this Regulation.

5- Revocation of the licence and permanent disqualification from practising the profession.

6 - The licensee is sentenced to a criminal penalty for one of the offences against honour and trust.

**Article Fourteen**

**Section**

Before practising the profession, the licensee shall take an oath in the following form:

“I swear to God Almighty that I will perform my profession with honour and honesty and preserve the ethics of the profession and its traditions and shall respect the laws and regulations”.

This oath shall be taken before the Council at a meeting with a full quorum.

This oath may be taken by individuals or by groups of licensees at the same time, and they may repeat it collectively behind the members of the Council who recite it to them in the presence of the rest of the members of the Council.

**Article Fifteen**

**Drafting of a Contract between the Licensee and Customers**

The licensee shall draw up a contract to regulate the relationship between him and the customers, specifying the mutual rights and obligations, as well as the liability that arises when one of them fails to fulfil his obligations.

The Council has prepared a standard form of contract which is attached to this Regulation for guidance (Annex 10). The licensee and his customer may adopt it, in whole or in part, or not comply with it, and they may draw up a contract in a new form. The Council shall not be responsible either to the licensee or to his customer for compliance or non-compliance with the Council's formula.

**Article Sixteen**

**Carrying on activities that conflict with the Duties, Traditions, Customs and Ethics of the Engineering Profession**

A - If it is brought to the attention of the Council - with its discretionary power - that the licensed engineer is in fact carrying on a particular activity which conflicts with the duties, traditions, customs and ethics of the engineering profession, it shall draw this to the Council's attention and ask him to cease that activity.

If the engineer considers that the Council's decision was wrong, he may ask for it to be reconsidered in accordance with the procedures laid down by law. If the engineer does not request a review, or if he requests a review and the competent authority of the Council accepts the Council's approach, the licensed engineer shall cease to carry on that activity, failing which he shall be subject to liability which may result in the suspension or revocation of his licence.

B- It is for the Council to consider whether the method used by the engineer to advertise his office, rank and speciality is considered to be a form of propaganda which is incompatible with the dignity and honour of the profession.

The Council shall follow the same steps as those provided for in Clause (A) of this Article.

**Article Seventeen**

**Investigating and Proceeding with Violations**

1-A licensed engineer who is alleged to have committed any of the offences provided for by law shall be put to investigation by a Committee formed by the Council and chaired by one of its members. The Council may include experts and specialists other than its members as members of the Committee, and the Committee shall hold its meetings at a place determined by the Chairman. The sessions of the investigation committee shall be confidential.

The engineer shall be notified of the decision to refer him to appear before the Committee at least fifteen days before the date set, by registered letter with acknowledgement of receipt sent to his address as registered with the Council, it being understood that the decision to refer him shall mention the date and place of the investigation and the alleged violations, as well as the supporting documents for what has been attributed to him, shall be attached to the notification of the violations.

The investigator shall attend the investigation sessions in person and may request the assistance of a licensed engineer or an attorney. The committee may hear witnesses without swearing an oath.

2- The investigating committee shall submit a reasoned report on its opinion to the Council, enclosing the investigation file.

The Council may return the investigation file to the Committee to rectify any mistakes or errors in conducting the investigation, and the Committee may assign this task to one or more of its members.

3- The Council shall meet in the form of a hearing in the presence of its Chairman or the Vice-Chairman in the absence of the Chairman. The Investigation Committee or any member of the Council who previously expressed any opinion regarding the violation attributed to the licensee shall not take part in the hearing and issue the penalty decision.

4- The Council shall announce its decision regarding the results of the investigation to the investigator within ten days of the date of its issue by registered letter with acknowledgement of receipt. Instead of this announcement, the decision shall be given to the investigator in a written document.

5- A grievance against the Council's decision shall be submitted by written request to the Minister, who shall rule on it within sixty days from the date of its submission. The Minister may explicitly reject the grievance, approve the Council's decision or modify the decision. If the Minister decides to explicitly reject the grievance, he shall give reasons for his decision.

If no reply is received within sixty days, this shall be deemed to be an implicit rejection of the grievance.

6- The grievor has the right to appeal the Minister's decision to the High Court within sixty days of learning that the grievance has been explicitly rejected or that the sixty-day period has expired without a response. The lawsuit shall only be accepted if the decision is the subject of an appeal.

7- The decision to cancel shall be published in the Official Gazette after all the grievance procedures have been completed or after the time allowed for the grievance has expired. The Council shall keep a special register of decisions taken in this respect.

**Article Eighteen**

**Inspection**

1- The Council's employees, authorized by the Minister concerned with justice - in agreement with the Minister - shall have the status of judicial control officers for the offences provided for by the law, occurring within their jurisdiction and related to the in the course of their work, to carry out inspection work aimed at verifying the application of the provisions of the law, and they shall have the following powers:

A- To proceed into and inspect any premises within the Council's jurisdiction and to examine and obtain copies of any drawings, records, registers, books, documents and data contained therein. B- To hear the statements of any person working on the premises mentioned in Clause (A) of this paragraph, who is suspected to be involved in the subject of an inspection.

The reports drawn up regarding these offences shall be forwarded to the Public Prosecutor by decision of the Chairman of the regulating practice of engineering professions.

2- Judicial police shall not enter premises intended for residential use without obtaining authorisation from the Public Prosecutor's Office.

**Article Nineteen**

**Annexes**

The following Annexes form an integral part of this Regulation:

1. Annex (1): Classification of Engineering offices - Specifications and requirements.

2. Annex (2) : Requirements for Accreditation and Classification of Engineering Offices.

3. Annex (3): Principles of accreditation and determination of categories of engineering offices.

4. Annex (4): Requirements for Upgrading Engineering Offices.

5. Annex (5): Professional Indemnity Insurance Policy Control.

6. Annex (6): Engineering Disciplines

7. Annex (7): Exception Controls for Engineers Working in the Foreign Engineering Office.

8. Annex (8): Projects Management Practising Activity.

9. Annex (9): Template for Engineering Services Agreement between the Owner and the Engineering Office.

**Annexes to the Implementing Regulation of the Board for Regulating the Practice of Engineering Professions**

**Annex (1)**

**Classification of Engineering offices - Specifications and requirements.**

**Annex (1) Classification of Engineering offices - Specifications and requirements.**

1. Engineers are classified as follows:

1.1 Category "A": This refers to any person who has obtained a bachelor's degree in engineering or its equivalent and has practised as an engineer for a period of at least twelve years after obtaining his degree, during which he has acquired experience appropriate to this category, and shall have spent five years of the period in engineering work in category (B).

1.2 Category "B": This refers to any person who has obtained a bachelor's degree in engineering or its equivalent and has practised as an engineer for a period of at least seven years after obtaining his degree, during which he has acquired experience appropriate to this category, and shall have spent at least 3 years of this period in formal engineering work in category (C).

1.3 Category "C": This refers to any person who has obtained a bachelor's degree in engineering or its equivalent and has practised as an engineer for a period of at least four years during which he has acquired experience appropriate to this category, or who has practised four years in engineering. work in category (D).

1.4 Category "D": This refers to any person who has obtained a bachelor's degree in engineering or its equivalent and who has been practising as an engineer for less than four years or not at all and who works under the direct supervision of a qualified engineer whose classification is not less than category (C) with engineering projects.

2. Experience acquired in the Kingdom by practising the profession without a licence or in violation of the provisions of the law shall not be taken into account.

3. Specialized engineering studies subsequent to a bachelor's degree in engineering or its equivalent are equivalent to one year of experience for a master's degree and two years of experience for a doctorate. The Council for the Regulation of the Practice of Engineering considers the equivalent length of experience for other specialized studies. 4. A licensed engineer shall not use the word "consultant" or its synonyms unless he is classified in category "A".

**Annex (2) Requirements for Accreditation and Classification of Engineering Offices**

**Annexe(2): Requirements for Accreditation and Classification of Engineering Offices.**

Classification of Engineering offices:

1-1 - Category "A": These offices are entitled to prepare studies, designs, quantity surveys, manage and supervise the implementation of engineering projects, whatever the cost of these projects, taking into account the field of engineering for which they are approved.

1-2 - Category "B": These offices are entitled to prepare studies, designs, quantity surveys, manage and supervise the implementation of engineering projects whose total cost does not exceed four million dinars, taking into account the field of engineering for which they are approved.

1-3 - Category "C": These offices are entitled to prepare studies, designs, quantity surveys, and to manage and supervise the implementation of engineering projects whose total cost does not exceed one million dinars, taking into account the engineering field for which they are approved.

1-4 - Category "D": Entities, institutions and companies that have their own engineering equipment prepare studies, designs, quantity surveys, manage and supervise the implementation of their own engineering projects, whatever their cost.

1-5 - Category "E": Entities, institutions and companies that have their own engineering equipment to prepare designs, measure quantities and manage projects, provided that another approved engineering office - classified according to the cost of the project - audits these designs and supervises their implementation.

The latter takes into account the engineering field for which it is licensed, as approved by the Council for the Regulation of the Practice of Engineering in terms of the value of the project and the engineers preparing its designs in each case separately.

1-6 - Category "F": These represent engineering laboratories that have their own engineering equipment to prepare various studies.

1-7 - Category "K": These offices are entitled to prepare studies and provide engineering advice and expertise in the field of specialisation for which a licence has been obtained from the Council. They are referred to as consulting offices and only Bahraini engineers with engineering experience are allowed to do so.

2- Engineering offices shall provide each engineering specialty with a number of engineers within their engineering staff as follows:

2-1 - Engineering offices classified in category "A": At least two engineers, none of whom has a category less than "A" for basic specialisations, as well as two engineers, one of whom has an "A" category and the other of whom has at least a "B" category for non-basic specialisations.

2-2 - Engineering offices classified in category "B": At least two engineers, provided that one of them is at least category "B" and the other at least category "C".

2-3 - Engineering offices classified in category "C" shall have at least two engineers, provided that the category of none of them is less than category "C".

2-4- Engineering laboratories classified in category "F": At least two engineers, provided that the category of one of them is not less than category "A" and the category of the second is not less than category "B".

3- All engineers required to be available at the office shall be full-time to work there, shall reside in the Kingdom and shall be licensed by the Council for the Regulation of the Practice of the Engineering to work in the profession.

4- In order to grant a licence to a civil engineering office, at least one of the engineers required shall have appropriate experience in the preparation of construction projects. 5- The engineering office may not undertake building design and supervision work beyond the following:

5-1- The number of designs undertaken by any licensed architect for this office shall not exceed 24 twenty-four projects in any six consecutive months.

5-2- The total number of projects supervised by any licensed civil engineer working for this office shall not exceed twelve projects at any one time.

6- Without prejudice to the bilateral and international agreements and treaties in force in the Kingdom, an exception may be made in the following cases for the approval of category (A) foreign offices to practice the profession in the Kingdom: 6-1- The foreign office shall have a responsible full-time director residing in the Kingdom and holding a class "A" license to practice in the office's basic engineering specialization. This director shall have experience commensurate with the level and status of the office as the Council deems appropriate in this regard, and shall be authorized to act and manage by virtue of an official power of attorney issued by the competent authority of the foreign office at its registered office, and the appointment of this director shall be subject to the written approval of the Council.

6-2 - The foreign office or one of its affiliates shall have a high level of expertise, capacity and technical skills that are not available in the Kingdom, sufficient to meet local needs, as deemed in this regard by the Council for the Regulation of the Practice of Engineering.

6-3- The foreign office shall have been established in the native country for a period of at least fifteen years.

6-4 - The foreign office shall have carried out specialised and distinguished projects in the native country and in other countries.

6-5 - The foreign engineering office shall inform the Council of its projects in Bahrain and ensure a sufficient number of resident engineers to supervise the projects in accordance with the Council's guidelines.

6 - 6 - Foreign offices are not allowed to work on projects with a value of less than 10 million dinars.

6-7 - The foreign office shall comply with the insurance policy requirements for category (A) engineering offices in accordance with Annex (5) of the Implementing Regulation.

7 - In such cases as the Council may determine, it shall be permissible for the licence granted to a foreign office to be limited to the provision of engineering services for specific projects and not for others, provided that the office shall inform the Council of the project implementation period and the maintenance period.

8- A Bahraini Category (A) engineering office shall, in partnership with one or more foreign engineering offices, establish another office in the form of a joint venture to provide engineering services, provided that each such office is licensed to practice in the Kingdom. 9- Licensed engineering offices shall not use the word "consultant" or its synonyms in office designations unless the office is classified in category "A".

10- Engineering offices shall assign or manage engineering projects to one of the approved engineers according to the category to which he belongs and the total value of the project as follows:

10-1 - The project, the value of which exceeds four million dinars, shall be managed by a category (A) engineer.

10-2 - The project, the value of which is not less than one million and not more than four million dinars, shall be managed by at least one category (B) engineer.

10-3 - A project with a value of less than one million dinars shall be managed by at least one category (C) engineer.

11- The engineering office shall have an independent head office to carry out its work, provided that the usable area of the office is not less than 150 square metres for category (A) offices and 100 square metres for category (B) offices and 100 square metres for category (C) offices.

12- The owner of the engineering office shall be licensed to practise the profession and shall be responsible for the management of the office and devote full time to the work of the office. He shall not combine the exercise of this activity with any other work other than a part-time scientific or educational activity and he shall not be responsible for the management of more than one engineering office.

13 - With the exception of the specializations of project management and quantity surveying, the owner of the engineering office shall have sufficient and appropriate experience in the preparation of designs or in the control of implementation in the field of his engineering specialization, all as deemed appropriate by the Council for the Regulation of Engineering Professions.

14- Licensed civil and architectural engineering offices shall establish a special division for electrical and mechanical engineering or a division for technical building engineering, depending on the nature of the projects. They may also entrust this work in the design and supervision phase to licensed offices specialising in these two fields.

15- The classification of a Bahraini engineering office obtaining a licence for the first time is limited to categories (B) and (C), regardless of the level of experience of the licence applicant. Provided that the owner of the engineering office shall have at least five continuous years or at least seven separate years of experience for engineering offices classified as category (C), and at least ten continuous years or at least twelve separate years of experience for engineering offices classified as category (B), all as estimated by the Council for the Regulation of the Practice of Engineering Professions in this regard.

16- Registered engineering offices shall be entitled to apply for the addition of new divisions in the same category in which the engineering office is classified and related to the main division of the office, as determined by the Council for Regulating the Practice of Engineering Professions in this respect. The following considerations shall be taken into account:

- Access to the Civil and Architectural Engineering Division is not permitted unless the owner (one of the owners) of the office is specialized in civil and architectural engineering and has sufficient experience.

- Access from a subdivision to a main division is only permitted if the owner (one of the owners) of the engineering office is specialized in the main division and has sufficient experience.

- Access to an engineering office specialising in quantity surveying and project management is only possible if the owner (or one of the owners) of the office specialises in this field and has sufficient experience.

**Annex (3)**

**Principles of accreditation and determination of categories of engineering offices at the time of their registration with the Council regulating the practice of the engineering professions in accredited specialisations**

Annex 3 includes the following sub-annexes:

-Annex 3-1: Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category B).

-Annex 3-2: Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category C).

-Annex 3-3: Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category A) – for foreign offices

-Annex 3-4: Requirements for approval and determination of categories of engineering offices with the Council regulating the practice of engineering, consulting offices - Category (K)

Annex 3-5: Required forms for the establishment of new engineering offices with the Council regulating the practice of engineering professions in approved specialisations

-Annex 3-1

Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category B)

-Annex 3-1: Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category B)

The competent authority of the Council shall affix a sign () corresponding to the following requirements if the applicant meets these requirements. If none of these requirements are met, the evaluation process shall terminate. The relevant authority of the Council shall also set the evaluation in percentages proportional to the maximum evaluation.

First, the requirements for initial approval Condition availability()

**- Qualifications**

The Council shall examine the qualifications of the applicant and of all engineers required to work in the engineering office, shall carefully consider the validity and reliability of the qualifications submitted and shall ensure that they are awarded by accredited universities. The Council also takes into account the scientific status of the university awarding the degree according to the classification approved by international research institutions. 

**- Practical experience acquired after obtaining the degree**

The Council assesses the applicant's Curriculum Vitae (CV) and focuses on actual practical experience in the field of the engineering specialisation required and compares it with the documents submitted (work references) from the companies, institutions and offices for which the applicant worked. The Council also takes into account the nature of the work of the company for which the candidate worked. The Council shall ensure that the candidate has the minimum experience required for this category, either 10 continuous years or 12 non-continuous years, with at least 5 years of continuous experience and at least 7 years of non-continuous experience in the field of design and supervision over the last 12 years. 

**- Declaration from the Ministry of Industry, Commerce and Tourism**

Submit a declaration from the Ministry of Industry, Commerce and Tourism attesting that the licence applicant has no commercial activities incompatible with the practice of the engineering profession, in accordance with Article Five of the Implementing Regulation. 

**- Devoting full time to the work of the engineering office**

Submission of a written statement from the applicant attesting that he is devoted to the practice of the profession and to the work of the engineering office. 

**- Management skills**

The Council evaluates the candidate's experience in managing a facility that includes a number of engineers and administrators, each according to his specialization, as well as the period he has devoted to managing previous work. 

**- Experience in managing financial affairs**

Providing the necessary and appropriate financial funds to start the work of the office and the ability to prepare and manage operational budgets to carry on the engineering business. The Council shall also consider whether the applicant for the licence has experience in financial matters relating to projects. 

**Second:**Final approval requirements condition availability()

**- Professional indemnity insurance policy**

Issue an insurance policy to cover the liabilities of the engineering office in accordance with Annex (5) of the Implementing Regulation. The value of the policy is 750,000 Bahraini Dinars. 

**- Number of Engineers**

Provide the minimum number of engineers required for each speciality of the engineering office, which shall be at least two engineers, provided that the category of one of them shall not be less than category B and the category of the second shall not be less than category C. 

**- Technical staff**

Provides at least one technician in engineering and two draughtsmen. 

**- Support staff**

Provides appropriate support staff to manage the work of the office, including a secretary. 

**- Office space**

Office space shall not be less than the minimum required for this category: 100 square metres. 

**- Office equipment**

Provides an appropriate number of computers, one for each engineer or technician, as well as the necessary printers for maps (plotters), scanners, boards and computer applications. 

**- Administrative requirements**

Provide the administrative structure and document the technical and administrative procedures and programmes and their implementation, as well as provide a list of employees registered with the Social Insurance Organisation and the Labour Market Regulatory Authority, with a vision of how the office shall be managed. 

**- Financial management requirements**

Financial statements are provided to the applicant for the last six months. 

**Assessment mechanism:**

The technical committee emanating from the Council regulating the practice of engineering professions evaluates the applications submitted for the opening of new engineering offices according to the principles mentioned above. Once the requirements have been met and the assessment has been completed, the committee shall submit a summary of its assessment and recommendation of the proposed category of engineering office to the full council for approval of the application and determination of the category of office.

**Annex 3-2**

**Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category C).**

**-Annex 3-2: Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category C).**

The competent authority of the Council shall affix a sign (√) corresponding to the following requirements if the applicant meets these requirements. If none of these requirements are met, the evaluation process shall terminate. The relevant authority of the Council shall also set the evaluation in percentages proportional to the maximum evaluation.

**First:**Requirements for initial approval Condition availability()

**- Qualifications**

The Council shall examine the qualifications of the applicant and of all engineers required to work in the engineering office, shall carefully consider the validity and reliability of the qualifications submitted and shall ensure that they are awarded by accredited universities. The Council also takes into account the scientific status of the university awarding the degree according to the classification approved by international research institutions. 

**- Practical experience acquired after obtaining the degree**

The Council assesses the applicant's Curriculum Vitae (CV) and focuses on actual practical experience in the field of the engineering specialisation required and compares it with the documents submitted (work references) from the companies, institutions and offices for which the applicant worked. The Council also takes into account the nature of the work of the company for which the candidate worked. The Council shall ensure that the candidate has the minimum experience required for this category, either 5 continuous years or 7 non-continuous years, with at least 3 years of continuous experience and at least 4 years of non-continuous experience in the field of design and supervision over the last seven years. 

**- Declaration from the Ministry of Industry, Commerce and Tourism**

Submit a declaration from the Ministry of Industry, Commerce and Tourism attesting that the licence applicant has no commercial activities incompatible with the practice of the engineering profession, in accordance with Article Five of the Implementing Regulation. 

**- Devoting full time to the work of the engineering office**

Submission of a written statement from the applicant attesting that he is devoted to the practice of the profession and to the work of the engineering office. 

**- Management skills**

The Council evaluates the candidate's experience in managing a facility that includes a number of engineers and administrators, each according to his specialization, as well as the period he has devoted to managing previous work. 

**- Experience in managing financial affairs**

Providing the necessary and appropriate financial funds to start the work of the office and the ability to prepare and manage operational budgets to carry on the engineering business. The Council shall also consider whether the applicant for the licence has experience previous in financial matters relating to projects. 

**Second:**Final approval requirements condition availability()

**- Professional indemnity insurance policy**

Issue an insurance policy to cover the liabilities of the engineering office in accordance with Annex (5) of the Implementing Regulation. The value of the policy is 500 thousand Bahraini Dinars. 

**- Number of Engineers**

Provide the minimum number of engineers required for each speciality of the engineering office, which shall be at least two engineers, provided that the category of neither of them is less than category C.

**- Technical staff**

Availability of at least one draughtsman and technical engineer

**- Support staff**

**Provides appropriate support staff to manage the work of the office.**

**- Office space**

Office space shall not be less than the minimum required for this category 50 square metre. 

**- Office equipment**

Provides an appropriate number of computers, one for each engineer or technician, as well as the necessary printers for maps (plotters), scanners, boards and computer applications. 

**- Administrative requirements**

Submission of a list of employees registered with the Social Insurance Organisation and the Labour Market Regulatory Authority. 

**- Financial management requirements**

Financial statements are provided to the applicant for the last six months. 

**Assessment mechanism:**

The technical committee emanating from the Council regulating the practice of engineering professions evaluates the applications submitted for the opening of new engineering offices according to the principles mentioned above. Once the requirements have been met and the assessment has been completed, the committee shall submit a summary of its assessment and recommendation of the proposed category of engineering office to the council for approval of the application and determination of the category of office.

**-Annex 3-3**

**Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category A) for foreign offices**

**-Annex 3-3: Requirements for approval and determination of categories of engineering practice with the Council regulating the practice of engineering (category A)- for foreign offices**

The competent authority of the Council shall affix a sign (√) corresponding to the following requirements if the applicant meets these requirements. If none of these requirements are met, the evaluation process shall terminate.

The relevant authority of the Council shall also set the evaluation in percentages proportional to the maximum evaluation.

**First:**Requirements for initial approval Condition availability()

- Submit a written request to open a foreign office branch in the Kingdom of Bahrain. 

- Fill in the initial information and requirements form as follows:

The purpose of intending to open a foreign business office branch in the Kingdom.

Provide proof that the office is approved and classified in its country in the specializations and fields to be opened.

Provide proof that the office has been practising the profession for at least (15) years in the native country. 

- The foreign office shall have carried out distinguished work in the field of specialisation, at least (20) projects in the native country and (10) projects in the branches of the company abroad. This work shall be of a high level of technical competence and diversified in the field of specialization. 

- The foreign office shall have a high level of expertise, capacity and technical skills that are not available in the Kingdom (niche). 

- The office shall be specialised in the implementation of projects of a particular nature that are not available in local or foreign offices operating in the Kingdom. 

- Submit the company's financial audit reports for the last three years, as well as financial reports showing the company's financial position. 

**Second:**Final approval requirements condition availability()

**- Qualifications**

The Council shall examine the qualifications of all engineers required to work in the engineering office, shall carefully consider the validity and reliability of the qualifications submitted and shall ensure that they are awarded by accredited universities. The Council also takes into account the scientific status of the university awarding the degree according to the classification approved by international research institutions. 

**- Practical experience for engineers**

The Council assesses the CVs of the persons nominated to work for the engineering office, focusing on actual practical experience in the field of the engineering specialisation required and compares it with the documents submitted (work references) from the companies, institutions and offices for which the applicant worked. The Council also takes into account the nature of the work of the company for which the candidate worked. The Council shall ensure that the candidate has the minimum experience required for this category, which is (15) years in the field of specialisation, including (7) years in the field of design and supervision.

**- Devoting full time to the work of the engineering office**

Submit a written statement from the foreign office regarding the full-time practice of the profession by the branch manager and the work of the engineering office in the Kingdom of Bahrain. 

**- Professional indemnity insurance policy**

Issue an insurance policy to cover the liabilities of the engineering office in accordance with Annex (5) of the Implementing Regulation. The value of the policy is 2 Million Bahraini Dinars. 

**- Management skills**

The Council evaluates the branch manager’s experience in managing a facility that includes a number of engineers and administrators, each according to his specialization, as well as the period he has devoted to managing previous work. 

**- Experience in managing financial affairs**

Providing the necessary and appropriate financial funds to start the work of the office and the ability to prepare and manage operational budgets to carry on the engineering business. The Council shall also consider whether the applicant for the licence has experience previous in financial matters relating to projects. 

**- Number of Engineers**

Provides the minimum number of engineers required for each speciality of the engineering office, which shall be (3) engineers, provided that two of them are not below category A and the third is not below category B. 

**- Technical staff**

Provides at least (2) technical engineers and (2) draughtsmen. 

**- Support staff**

Provides appropriate support staff to manage the work of the office, including a secretary. 

**1- Office space**

Office space shall not be less than the minimum required for this category, which is 150 square metres. 

**1- Office equipment**

Provides an appropriate number of computers, one for each engineer or technician, as well as the necessary printers for maps (plotters), scanners, boards and computer applications. 

**1- Administrative requirements**

Provide the administrative structure and document the technical and administrative procedures and programmes and their implementation, as well as provide a list of employees registered with the Social Insurance Organisation and the Labour Market Regulatory Authority, with a vision of how the office shall be managed. 

**- Engineering qualification**

The experience of any practising engineer shall not be less than (15) years in the field of specialization, including (7) years in the field of design and supervision. 

1- Quality management system

The office shall have an implemented quality management system such as ISO 9000 or its equivalent. 

**Assessment mechanism:**

The technical committee emanating from the Council regulating the practice of engineering professions evaluates the applications submitted for the opening of new engineering offices according to the principles mentioned above. Once the requirements have been met and the assessment has been completed, the committee shall submit a summary of its assessment and recommendation of the proposed category of engineering office to the council for approval of the application and determination of the category of office.

**-Annex 4-3**

Requirements for approval and determination of categories of engineering offices with the Council regulating the practice of engineering, consulting offices - Category (K)

**-Annex 3-4: Requirements for approval and determination of categories of engineering offices with the Council regulating the practice of engineering, consulting offices - Category (K)**

**Definition:**

**Engineering consulting office**

The Office in which only Bahraini engineers with experience in engineering work are permitted to prepare studies and provide engineering advice and expertise in the area of specialisation for which the licence has been obtained from the Council, in accordance with the following controls:

1. He shall be classified in category (A), provided that he has actually practised the profession for a period of not less than 20 years.

2. The consulting engineer shall work independently or within an approved engineering office, provided that he submits a copy of the employment contract binding him to the engineering office for a period of at least one year.

3. The consulting engineer shall practise the profession only in the speciality approved by the Council for the practice of the engineering professions.

4. The consulting engineer shall not design or implement any integrated project.

5. The consulting engineer is not included in the number required to open an engineering specialization.

6. The consulting engineer's licence shall terminate in the event of a breach of any of the conditions stipulated in Article No. (17) of Law No. (51) of 2014, as well as in Article No. (13) of the Implementing Regulation.

**Requirements for the accreditation of consulting offices**

The Council's competent authority shall place a mark (√) in the boxes corresponding to the following requirements if the applicant meets these requirements. If none of these requirements are met, the evaluation process shall terminate.

**First: Requirements for initial approval Condition availability**

**Qualifications (√)**

The Council shall examine the qualifications of the applicant and shall carefully consider the validity and reliability of the qualifications submitted and shall ensure that they are awarded by accredited universities. The Council also takes into account the scientific status of the university awarding the degree according to the classification approved by international research institutions.

**- Practical experience acquired after obtaining the degree**

The Council examines the applicant's Curriculum Vitae (CV) and focuses on actual practical experience in the field of the engineering specialisation required and compares it with the documents submitted (work references) from the companies, institutions and offices for which the applicant worked. The Council also takes into account the nature of the work of the company for which the candidate worked. The Council shall ensure that the candidate has the minimum experience required for this category, which shall be 20 years, with at least 7 years' related experience and at least 10 years' unrelated experience in the field of design and supervision. 

**Declaration from the Ministry of Industry, Commerce and Tourism**

Declaration from the Ministry of Industry, Commerce and Tourism attesting that the licence applicant has no commercial activities incompatible with the practice of the engineering profession, in accordance with Article Five of the Implementing Regulation. 

**Devoting full time to the work of the engineering office**

Submit a written statement from the applicant that they are devoted to the practice of engineering and consulting in the field of specialization for which they have been licensed by the Council. 

**Second: Requirements for final approval to open an independent consulting office : Condition availability**

**(**√**)**

**Office space**

Office space shall not be less than the minimum required for this category, which is 20 square metres. 

**Management skills**

The Council evaluates the candidate's experience in managing a facility that includes a number of engineers and administrators, each according to his specialization, as well as the period he has devoted to managing previous work, provided that he has spent a period of no less than five years in this field. 

**Professional indemnity insurance policy**

Issue an insurance policy to cover the liabilities of the engineering office in accordance with Annex (5) of the Implementing Regulation. The value of the policy is 500,000 Bahraini Dinars. 

**-Annex 5-3**

Required forms for the establishment of new engineering offices with the Council regulating the practice of engineering professions in approved specialisations

**-Annex 5-3:**Required forms for the establishment of new engineering offices with the Council regulating the practice of engineering professions in approved specialisations

1- The application for authorization to create the new engineering office shall be submitted on the forms prepared for this purpose - 1 Engineering in the specializations approved for this purpose.

2- Attach the documents presented in the forms prepared as follows: Bahraini offices:

**Bahraini offices:**

No. BN form

No. BN 1A form

C) No. BN 1B form

D) No. BN 1C form

**Gulf offices**

A) No.GCC 01 form

B) No. GCC 02 form

C) No. GCC 03 form

**Foreign Office:**

A) No. FB 01 form

B) No. FB 02 form

C) No. FB 03 form

**Annex (4)**

**Requirements for Upgrading Engineering Offices**

**Annexe(4):**Requirements for Upgrading Engineering Offices 1- Submit a written request that the engineering office be upgraded to a higher category by the office owner. 2- Examine the office's file to ensure that the initial conditions for promotion of the engineering office by the council's administration are met.

**Initial conditions: -**

The office shall not have previously been subject to disciplinary action by the Council.

Fulfil the promotion requirements for all licensed divisions of the office.

Acquire the necessary years of experience in the same category according to the following criteria:

To move from C to B, 5 years of experience in category (C) are required.

To move from B to A, 5 years of experience in category (B) are required.

As indicated in the Annex to the Classification of Engineering Offices, achieve the required number of engineers in the office and in each division.

The office shall have already implemented projects up to the level permitted in its category and with the required quality.

Category (B) - Projects valued at more than 1 million Bahraini dinars and less than 4 million Bahraini dinars.

- Category (C) - Projects valued at no more than 1 million Bahraini dinars

Obtain the necessary and appropriate area to carry out engineering work in the office

Category (A) offices: 150 square metres

Category (B) offices: 100 square metres

Category (C) offices: 50 square metres

The office owner shall be registered with the Council regulating the practice of engineering profession and at the same grade in order to be promoted.

The office owner shall be dedicated to the management of the work of the engineering office and shall submit a written statement including an undertaking to do so.

The office owner shall not engage in any commercial activity in accordance with Article (5) of the Implementing Regulation.

3- In the event that the initial conditions for the promotion of the engineering office to a higher level are met, the office shall be visited to determine the status of the office and to give them the requirements that shall be met by the office as a condition for consideration of the application for promotion, in the following forms:

Upgrading Form

(3) Upgrading Form

4- Once the office has submitted the requirements indicated in form (3) Upgrading Form.

The Office Upgrading Committee meets to review and verify the requirements and review the drawings and documents submitted for final assessment.

Form (4) The Upgrading Form is used for the final assessment and scoring:

5- The engineering office has the right to resubmit the application for promotion after at least two years from the date of rejection of the first application.

6- A full report shall be submitted to the Council regulating the practice of engineering profession at a formal meeting to approve the promotion.

7-Once the Council has approved the promotion, the engineering office shall be contacted to accept the promotion in writing by the administration.

8-The applicant shall be officially notified of the outcome of the assessment.

**Note:**The detailed requirements for promotion are in accordance with Annexes 4-1 and 4-2.

**Annex 4-1**

**Requirements for the upgrading of engineering offices with the Council regulating the practice of engineering profession (from category B to category A)**

**Annex 4-1: Requirements for the upgrading of engineering offices with the Council regulating the practice of engineering profession (from category B to category A)**

The Council's competent authority shall place a mark (√) in the boxes corresponding to the following requirements if the applicant meets these requirements. If none of these requirements are met, the evaluation process shall terminate.

**First, Requirements for initial approval Condition availability**

Submit a written application (√)

Submit a written application requesting that the engineering office be promoted to a higher category by the office owner. 

**Disciplinary Penalties**

The office shall not have been the subject of any disciplinary sanctions by the Council in the last five years. 

**Experience in the current category**

The engineering office shall have completed the required five years of experience in category B. 

**Number of Engineers**

Provide the minimum number of engineers required for each of the engineering office's core specialisms, which shall be two engineers, provided that the category of none of them is less than category A. Two engineers are required for each of the office's non-core specialisms, provided that one of them is not less than category A and the other is not less than category B. 

**Technical assistance staff**

Provides at least (2) technical engineers and (2) draftsmen to the office. 

**Office owner's licence**

The office owner shall be registered with the Council regulating the practice of engineering profession and in the same category to which he shall be promoted. 

**Devoting full time to the work of the engineering office**

The office owner shall be a part of the commercial management of the engineering office and shall submit a written statement containing an undertaking to do so. 

**Declaration from the Ministry of Industry, Commerce and Tourism**

Submit a declaration from the Ministry of Commerce stating that the owner of the office has no commercial activities in accordance with Article Five of the Implementing Regulation. 

**9- Office space**

Provide the space required and appropriate for carrying out engineering work in the office. The minimum area required is 150 square metres. The space is verified prior to final approval. 

**Second: Final approval and assessment requirements**

**- Professional indemnity insurance policy Condition availability (√)**

Issue an insurance policy to cover the liabilities of the engineering office in accordance with Annex (5) of the Implementing Regulation.

 The value of the policy is one million Bahraini dinars.

 

- Administrative requirements Score (%) Maximum score (%)

Provide the administrative structure and document the technical and administrative procedures and their application, as well as the list of employees registered with the Social Insurance Organisation and the Labour Market Regulatory Authority. As well as the availability of an administrative body consisting of at least one employee who deals with accounting matters and a secretary.  

**- Financial Affairs requirements**

Provide financial statements and a financial audit report.  

**- Office equipment**

Provides an appropriate number of computers, one for each engineer or technician, as well as the necessary printers for maps (plotters), scanners, boards and computer applications.  

**- Quality requirements**

The existence of foundations and standards to ensure the quality of design, planning, implementation and supervision, as well as the office obtaining ISO 9000 certification or its equivalent.  

**- Number and value of projects implemented**

Provide a list of the number of projects implemented by the engineering office over the last five years, so that the list includes two projects with a value of not less than two million Bahraini dinars each and a third project with a value of not less than three million five hundred thousand Bahraini dinars.  

**Team level**

The presence of a highly efficient technical support team and a clear and implemented plan to train and develop the technical staff of engineers and technicians.  

**- Quality of technical maps, drawings and procedures**

The Engineering Office provides the detailed maps and documents requested by the Council for three projects selected by the Engineering Office from the list mentioned in Country Two 6- (one of which is the most valuable project) to allow the Council to assess the quality of the plans in the architectural, structural, electrical and mechanical fields, as well as the accuracy of the details and the level of documentation. In projects, compliance with specifications, compliance with contractual terms, level of on-site supervision, documentation, project management level, and integration of tender documents in accordance with Upgrading Form No. 4.

**- Design excellence**

The office implements at least one project characterized by a unique design that reflects the office's abilities, contributes to preserving the traditional urban character, or offers distinctive solutions related to the environment and energy conservation.  

**Assessment mechanism:**The Engineering Office Promotion Committee of the Council regulating the practice of engineering professions evaluates the applications submitted for the opening of new engineering offices according to the principles mentioned above. Once the requirements have been met and the assessment has been completed, the committee shall submit a summary of its assessment and recommendation of the proposed category of engineering office to the council for approval of the application and determination of the category of office. The Committee shall determine the scoring system for each category and the minimum total score on the basis of which accreditation and designation of the engineering practice category shall be accepted or rejected by the Council.

**Annex 4-2**

**Requirements for the upgrading of engineering offices with the Council regulating the practice of engineering profession from category (C) to category (B)**

**Annex 4-2: Requirements for the upgrading of engineering offices with the Council regulating the practice of engineering profession from category (C) to category (B)**

The Council's competent authority shall place a mark (√) in the boxes corresponding to the following requirements if the applicant meets these requirements. If none of these requirements are met, the evaluation process shall terminate.

**First: Requirements for initial approval Condition availability**

(√)

**Submit a written application**

Submit a written application requesting that the engineering office be promoted to a higher category by the office owner. 

**Disciplinary Penalties**

The office shall not have been the subject of any disciplinary sanctions by the Council in the last five years. 

**Experience in the current category**

The engineering office shall have completed the required five years of experience in category C 

**Number of Engineers**

Provision shall be made for the minimum number of engineers required for each engineering office speciality, which shall be at least two, provided that the category of one of them is not transferred from category B and the category of the second from category C. 

**Technical assistance staff**

Provides at least one technician in engineering and one draughtsmen. 

**Office owner's licence**

The office owner shall be registered with the Council regulating the practice of engineering profession and in the same category to which he shall be promoted.

**Devoting full time to the work of the engineering office**

The office owner shall be dedicated to the management of the work of the engineering office and shall submit a written statement including an undertaking to do so. 

**Declaration from the Ministry of Industry, Commerce and Tourism**

Submit a declaration from the Ministry of Commerce stating that the owner of the office has no commercial activities in accordance with Article Five of the Implementing Regulation. 

**Office space**

Provide the space required and appropriate for carrying out engineering work in the office. The limit is 100 square metres. The area is checked before the minimum final approval is given. 

**Second: Final approval requirements Condition availability**

(√)

**- Professional indemnity insurance policy**

Issue an insurance policy to cover the liabilities of the engineering office in accordance with Annex (5) of the Implementing Regulation. The value of the policy is 750,000 Bahraini dinars, in addition to the insurance for individual projects. 

- Administrative requirements Score (%) Maximum score (%)

Provide the administrative structure and document the technical and administrative procedures and their implementation, as well as the list of employees registered with the Social Insurance Organisation and the Labour Market Regulatory Authority.  

**- Financial Affairs requirements**

Provide financial statements and a financial audit report.

- Office equipment

Provides an appropriate number of computers, one for each engineer or technician, as well as the necessary printers for maps (plotters), scanners, boards and computer applications.  

**- Number and value of projects implemented**

Provide a list of the number of projects implemented by the engineering office over the last three years, so that at least one project with a value of not less than half a million Bahraini dinars is included in the list.  

**Team level**

Number of engineers, experience of employees, number of support staff, professional certificates and career development of employees as per Upgrading Form N°4

**- Quality of plans and drawings.** Assessment of the quality of plans in the architectural, structural, electrical and mechanical fields, as well as the accuracy of details and the level of project documentation. Compliance with specifications. Commitment to contractual terms, level of supervision and on-site documentation Level of project management Tender documents in accordance with Upgrading Form 4.

**- Design excellence**

The office implements at least one project featuring a design that reflects the office's abilities, contributes to preserving the traditional urban character or offers distinctive solutions related to the environment and energy conservation.  

**Assessment mechanism:**

The Engineering Office Promotion Committee of the Council regulating the practice of engineering professions evaluates the applications submitted for the opening of new engineering offices according to the principles mentioned above. Once the requirements have been met and the assessment has been completed, the committee shall submit a summary of its assessment and recommendation of the proposed category of engineering office to the council for approval of the application and determination of the category of office. The Committee shall determine the scoring system for each category and the minimum total score on the basis of which accreditation and designation all of the engineering practice category shall be accepted or rejected by the Council.

**Annexe(5)**

**Professional Indemnity Insurance Policy Control**

**Annex (5): Professional Indemnity Insurance Policy Control**

In accordance with the provisions of Law No. (51) of 2014 regarding the Regulating Practice of the Engineering Professions and Articles (10) and (11) relating to the issue of an insurance policy for engineering offices to meet the legal liability of the office in respect of the hazards of the profession and to meet liability arising from a breach of professional duty due to any error, negligence or omission. Committed by the insured or one of his engineers in the exercise of his professional duty on any project. Engineering offices shall issue the above policy in accordance with the following conditions and controls:

**1- General insurance policy:**

A- Category (A) engineering offices shall take out a general and all-risks insurance policy for a minimum amount of one million dinars.

B- Category (B) engineering offices shall take out a general and all-risks insurance policy for a minimum amount of 750 thousand dinars.

C- Category (C) engineering offices shall establish a general and all-risks insurance policy with a value of not less than half a million dinars.

D- Foreign engineering offices in category (A) and companies with their own category "E" engineering equipment shall take out a general and all-risks insurance policy worth at least 2 million dinars. The foreign engineering office shall also obtain a separate insurance policy for each project separately.

2- Project policy:

A special insurance policy is issued regarding professional risks for each project according to the individual request of the project owner (entity). The insurance policy shall cover the cost upon request and subject to the approval of the project owner, and the policy shall be valid for 10 years after completion of the project to cover any claim or damage during that period.

**Annexe(6)**

**Engineering Disciplines**

**Engineering Disciplines**

Annexe(6): Engineering Disciplines

**Engineering Disciplines**

Aerospace Engineering

Agricultural Engineerin

Biological Engineering

Biological system Engineering

Biosystems Engineering

Irrigation Engineering

Architectural Engineering

Architecture

Building Services Engineering

Interior Design

Interior Architecture

Landscape Engineering

Urban Organizational Engineering

Urban planning

Bioengineering/Biomedical Engineering

Biomechanics engineering

Biomechatronics Engineering

Chemical Engineering

Air Pollution Control

Biotechnology Engineering

Environmental Engineering

Fuel Engineering

Hazard Waste Treatment and Disposal

Industrial Engineering

Instrumentations Engineering

Manufacturing Engineering

Metals Engineering

Water Resources

Petrochemical Engineering

Petroleum and Natural Gas Engineering

Polymers Engineering

Process Control Systems Engineering

Recycling and Solid Waste Disposal

Refining Engineering

Sanitary Engineering

Textile Engineering

Civil Engineering

Airport Engineering

Bridge Engineering

Building Engineering

Building Construction Engineering

Building Services Engineering

Construction Management/Engineering

Cost Engineering

Costal Engineering

Engineering Marine Surveying

Engineering Project Management

Environmental Engineering

Foundation Engineering Geotechnical

Engineering Geology Engineering

Highway Engineering

Hydrological Engineering

Irrigation Engineering

Land Survey Engineering

Marine Engineering

Materials Engineering

Meteorological Engineering

Municipal Engineering

Ocean Engineering

Ports Engineering

Public Health Engineering

Public Works Engineering

Quantity Surveying

Railway Engineering

Sanitary Engineering

Soil Mechanics Engineering

Structural Engineering

Transport Economics

Traffic Engineering

Transport Economics Engineering

Transportation Engineering

Water Resources

Computer Engineering

Artificial Intelligence

Computer Architecture

Computer Design and Engineering

Information Technology Engineering

Operating Systems and Networks

Robotics

Software Engineering

Electrical Engineering

Biomedical Engineering

Communications Engineering

Computer Engineering

Control System Engineering

Digital System

Electric Systems and Grid Engineering

Electronics Engineering

Fire and Safety Engineering

Informatics Engineering

Instrumentations Engineering

Instrumentations and Control Engineering

Mechatronics Engineering

Power Engineering

Power Electronics Engineering

Remote Sensing Engineering

Robotics and Control Systems

Engineering Project Management

Engineering Mechanics

Mechanics of Solids

Mechanics of Fluids

Fire Protection Engineering

Geological Engineering

Geotechnical Engineering

Soil Mechanics Engineering

Mechanical Engineering

Aeronautical Engineering

Automobile Engineering

Aviation Engineering

Biomechatronics Engineering

Environmental Engineering

Ergonomics/Human Factors Engineering

Fluid Mechanics Engineering

Heating, Ventilation and Air Conditioning Systems Engineering Heavy Machinery Mechanics

Industrial Engineering

Industrial Production Engineering

Instrumentations Engineering

Manufacturing Engineering

Maintenance and Operation Engineering

Mechanical Design

Mechatronics Engineering

Mining Machinery Mechanics Engineering

Mines Machinery and Maintenance Engineering

Naval Engineering

Oil and Gas Tanks Pipelines Engineering

Oil Exploration Machinery Mechanics Engineering

Solid Mechanics Engineering

Mechatronics Engineering

Materials Engineering

Ceramic Engineering

Material Science and Engineering

Metallurgical Engineering

Nuclear Engineering

Petroleum & Mineral Engineering

Drilling Engineering

Exploration Engineering

Metallurgy Engineering

Mining Engineering

Mines Machinery and Maintenance Engineering

Petroleum Engineering

Petroleum Geological Engineering

Production Engineering

Reservoir Engineering

Ocean Engineering

Naval Architecture & Marine Engineering

Coastal Engineering

System Engineering

Other Engineering Disciplines

**Engineering Technology Disciplines**

Chemical Engineering Technology

Civil and Construction Engineering Technology

Electrical and Electronic Engineering Technology

Manufacturing Engineering Technology

Mechanical Engineering Technology

**Annex (7)**

**Exception Controls for Engineers Working in the Foreign Engineering Office.**

**Annex (7) Exception Controls for Engineers Working in the Foreign Engineering Office.**

An exemption from the requirement of obtaining an engineering license shall be granted to a foreign engineer working for a consulting company based outside the Kingdom who comes to the Kingdom on a temporary basis for a period not exceeding six months to carry out engineering work related to specific government or industrial projects, in accordance with the following controls:

1- The engineer shall be licensed to practice engineering in the field and division (if any) for which the exception is sought, in the country of the head office of the foreign engineering company if a licence is required in that country.

2- The engineer shall have at least 12 years' experience.

3- The engineer shall hold a bachelor's degree, or its equivalent, from one of the universities or institutes recognized by the Council regulating the practice of engineering professions in the field or division (if applicable) that is the subject of the exception request.

4- The exemption shall be for a period not exceeding six consecutive months or intermittent over the course of twelve consecutive months. The application for exemption shall specify the expected start and end dates of the foreign engineer's practice of the engineering profession in the Kingdom.

5- The Council regulating the practice of the engineering professions shall be informed of the actual start and end dates of the foreign engineer's practice of the engineering profession in the Kingdom.

6- The licence applicant shall undertake that the engineering work that the foreign engineer carries out in the Kingdom shall be examined and audited by an engineer licensed to practise the profession in the Kingdom and from an appropriate category in the same field or division (if applicable). This is the purpose of the application for exemption.

7- The application for exemption shall be made on the form prepared for that purpose by the Council regulating the practice of the engineering professions and the documents supporting the application for exemption shall be attached to the checks provided for in points (1) to (3).

**Annex (8)**

**Projects Management Practising Activity**

**Annex (8) Projects Management Practising Activity**

1 - The practice of project management is reserved for category (A) and (B) engineers and engineering offices, after obtaining authorization to practice this activity from the Council regulating the practice of the engineering professions.

2- For engineers to be licensed to carry out project management activities, they shall have at least a "Project Management Professional" certificate, issued by the Project Management Institute, or the equivalent of this certificate. Exceptionally, a one-year non-renewable licence can be granted to any engineer with in-depth and distinguished experience in project management acquired while working for one or more international engineering offices.

3- For engineering offices to be licensed to carry out project management activity, the owner of the office shall be an engineer licensed to carry out project management activity in accordance with paragraph (2) above.

4- The engineering office authorized to carry out the activity of "project management" may carry out the following actions:

4-1: Examine the cost of the project and perform value engineering on it.

4-2: Check that project requirements and needs are fulfilled.

4-3: Introduce and manage competitions for the preparation of engineering project designs.

4-4: Represent the client in dealings and transactions with contractors and consultants on the project.

4-5: Manage and assess project-related claims.

4-6: Handle project administration issues.

4-7: Review project designs - prepared by another engineering office - for technical and engineering soundness, provided that the office carrying out the review is licensed to carry out the engineering activity required to prepare those designs.

4-8: Examine technical designs to ensure that project requirements and needs are fulfilled.

5 - The work allowed by the engineering office whose principal activity is quantity surveying and which is authorized to carry out the activity of project management is limited to the work mentioned in clauses (1.4) to (6.4) of clause (4).

6- An engineering office entitled to carry on the activity of project management may not carry on that activity in respect of the same project for which it has prepared its designs or undertake to supervise its execution.

7- An engineering office whose principal activity is quantity surveying and which is entitled to carry out the activity of project supervision may not carry out quantity surveying on the same project for which it carries out the activity of project supervision.

**Annex (9)**

**Template for Engineering Services Agreement between the Owner and the Engineering Office**

**Annex (9) Template for Engineering Services Agreement between the Owner and the Engineering Office**

**Preamble**

The main objective of the conclusion of this agreement between the owner and the engineering office is to continue the work of the Council regulating the practice of engineering professions in the promotion of the engineering profession in the Kingdom of Bahrain by providing scientific and practical advice to the engineering sector in general and the owner and the engineering office in particular regarding what is happening in the fields of engineering locally and internationally.

The purpose of preparing this agreement was to limit the duties of the engineering office or design engineer to the stages of the project, such as the preparation of the first technical report, the successive reports relating to the initial and final design stages, the executive plans and the contract documents. In addition to clarifying the duties of the office with regard to monitoring responsibilities and other matters governing the relationship between the owner and the office. This agreement also specifies the owner's obligations and proposes minimum limits for the financial fees charged by the office to carry out its various services.

This model is only a guideline for those concerned by these issues. They have the right to follow it or modify it as they see appropriate. They also have the right to not adopt it or any of its provisions, and the Council regulating the practice engineering professions does not assume any legal obligation as a result of its adoption or refusal.

**Engineering Services Agreement**

This agreement has been concluded on........... Between the two parties below:

1-................................. Business address: ................................

(hereinafter referred to as the owner) Telephone: .............. Home address: ............... Phone: .....................

2- .......................... Address:.......................

(hereinafter referred to as the Engineering Office) Telephone .................. Address and registration number with the Engineering Professions Council: ........................

CR: ...................

Whereas the Owner wishes to work on the project referred to in Article (2), and has requested the Engineering Office to perform the engineering services referred to in Article (3), which the Engineering Office has undertaken to perform in accordance with the conditions referred to in this Agreement.

The parties have agreed as follows:

**1 - Definitions and Explanations**

**1-1: Definitions:**

Unless the context otherwise requires, words and expressions used in this Agreement shall have the meanings given to each of them as follows:

"Agreement" means this Agreement and all documents agreed by the parties which form part of this Agreement.

"Engineering Office" means the persons, organization or company as defined in the Agreement and includes their legal successors.

"Owner" means the person, organization or company as defined in the Agreement and includes their legal successors.

"Engineering Services" means the services to be performed as set out in clause (3).

"Date of Agreement" means the date of signature of the Agreement.

"Project" means the project as set out in clause (2).

"Fees" means the amounts paid by the Owner to the Office for the provision of engineering services.

"Letter of Guarantee" means the letter issued by the Bank in favour of the Contractor to pay the sums referred to in (2-1-7) in the event that the engineering office fails to comply with this Agreement.

"First Technical Report" means the report submitted by the engineering office that contains the project requirements and includes the requirements referred to in Article (4-1-2).

"Final Technical Report" means the report submitted by the engineering office that contains the requirements of the project and includes the requirements referred to in Article (4-1-5).

"Net Budget" means the natural ground levels of the project site.

"Site" means the land (or location) on which the project is implemented.

"Preliminary Design" means the design carried out by the engineering office for the project and includes the requirements referred to in clause (4-2).

"Tender Documents" means the documents referred to in Article (4-5-1).

"Final Design" means the design carried out by the project engineering office and includes the requirements referred to in Article (4-3).

"Finishing Schedule" means the schedule containing all types and kinds of materials used for the finishing work.

"Technical Specifications" means the specifications referred to in the Agreement or any design assigned thereto or additions thereto from time to time approved by the office.

"Schedule of Quantities" means the specifications of the project with its several parts, and the quantities of each in a schedule prepared by the office at the owner's or contractor's price for each part thereof separately.

"Construction Contract" means the contract between the owner and the contractor to implement the project and includes the contract documents referred to in this agreement.

"Construction Contract Value" means the amounts specified in the project paid by the owner to the contractor in accordance with the original contract specifications or those agreed to be modified.

**2-1 : Explanations**

1-2-1 The titles contained in this agreement do not form part of it and are not taken into account.

2-2-1 - Words meaning the singular in this agreement include the plural and vice versa wherever the context so requires.

3-2-1 - The articles and schedules mentioned in this agreement refer to the articles and schedules of the contract itself, unless otherwise specified.

**2-The project**

2-1 The project includes the following elements

..........................................................................................................................................................................................................................................................

2-2 Project location according to parcel introduction: .............. Registration number : ..................... In the .......................................................................... of the city. ............... ....

**3- Assignment (or designation) of the engineering office**

The owner assigns the engineering office to perform the engineering services listed below, and the engineering office accepts the assignment under the terms of the following agreement:

1-3 Design the project as detailed in Article (4).

3-2 Supervise the project as detailed in Article (5).

**4- Project design - duties and responsibilities of the engineering office**

The owner's engineering office undertakes to perform the following engineering services related to the project accurately, honestly and in accordance with the recognized ethics of the engineering profession.

**4-1 The first step - Technical reports:**

4-1-1 The engineering office prepares the initial technical report and the final technical report.

4-1-2 The initial technical report includes:

4-1-2-1 A review of the design requirements, including site details.

4-1-2-3 Project cost estimate.

4-1-3 The technical report shall be submitted to the owner within (................) of the date of the agreement.

4-1-4 The initial technical report shall be drawn up within (........................) of the date of the agreement, provided that the owner expresses any comments on the initial technical report within (..............................) of the delivery of the initial technical report.

4-1-5 The final technical report includes:

4-1- 5-1 Develop basic project requirements and site details for the agreed design. 4-1-5-2 Web site design, key roles and interfaces.

4-1-5-3 Determine completion schedule.

4-1-5- 4 Project cost report.

4-1-6 The final report shall be delivered to the owner within (............) of the completion of the initial technical report.

4-1-7 The final technical report shall be completed within (........................) As of the date of the final technical report to the owner, provided that the owner expresses an observation within the time limit (....................................) for delivery of the final technical report.

**4-2 The second step - Initial design:**

4-2-1 The design office prepares the initial design

4-2-2 The initial design includes:

4-2-2-1 The architectural plans include the general location, the recurring floors, the main façades and the vertical sections. These plans shall be drawn to an appropriate scale, taking into account the construction systems and services.

4-2-2-2 Project cost estimate.

4-2-2-3 Determine the ground inspection points and the grid budget.

4-2-3 The final design shall be submitted to the owner within (.............) of the completion of the final technical report.

4-2-4 The initial design shall be completed within (..............) of the date of submission of the initial design draft to the owner, provided that the owner expresses any comments within (...............) of the submission of the initial design report.

4-2-5 After completing the preparation of the initial design, the engineering office shall apply for the first building licence from the relevant authorities and the owner shall bear all costs incurred in submitting the application.

4-3 The third step - Final design:

4-3-1 The design office prepares the final design.

4-3-2 The final design includes:

4-3-2-1- The final architectural, structural and electrical design, fire and security systems, sanitary connections, telephone, air conditioning and engineering details according to the standards used in the initial design.

4-3-2-2 Draw up schedules.

4-3-2-3 External work.

4-3-3 The final design project shall be completed within (..............) of the date on which planning approval is granted, provided that the owner expresses his comments on the final design project to the design office within... ............) from the date of submission of the final design project.

4-3-4 Once the final design has been completed, the engineering office submits an application for planning permission to the relevant authorities, and the owner bears the required costs.

4-3-5 After obtaining the building license, the engineering office shall deliver to the owner: Five sets of project plans, with the copy approved by the competent municipal authorities.

**4-4- The fourth step - Executive plans**

4-4-1 The engineering office prepares the executive plans for the project, which include the following: 4-4-1-1 Details and sections of structural design and carpentry work.

4-4-1-2 Details and sections of mechanical systems, sanitary connections and air conditioning.

4-4-1-3 Details and sections of electrical, telephone, intercom, television and stereo installations.

4-4-2 The executive plans shall be completed within (................) of the date of issue of the building licence, provided that the owner expresses his comments on the draft executive plans within ............ from the date of issue of the working drawings.

4-2-3 The engineering office shall provide the owner with (five) sets of executive plans.

**4-5 The fifth step - Tender documents (if the project is put out to tender, but the employer prefers not to put it out to tender, the conditions attached to the tender become ineffective):**

4-5-1 The engineering office prepares the tender documents, as the tender documents include:

4-5-1-1 Instructions to tenderers.

4-5-1-2 Tender form.

4-5-1-3 Conditions of agreement and conditions of contract.

4-5-1-4 Technical specifications.

4-5-1-5 Quantity schedules.

4-5-1-6 Drawings.

4-5-2 The engineering office prepares schedules of quantities indicated in the latest price unit in force for materials in Bahrain in order to use these price schedules in the comparison process up to the time of receipt of tenders.

4-5-3 The preparation of the tender documents shall be completed within (................) of the finalisation of the executive plans, provided that the owner expresses his comments on the draft tender documents within (.............) of the date of submission of the draft execution tender.

**4-6 The sixth step - Issuing the tender**

After obtaining the owner's written approval of the tender documents and the price and quantity schedules, and obtaining the building licence to implement the project, the engineering office carries out the following tasks:

4-6-1 Qualify and select appropriate contractors to participate in the tender to implement the project after obtaining the owner's approval.

4-6-2 Assist in the bidding process whenever necessary and provide advice to the owner on the bids received, including the financial and technical evaluation of such bids and provide a detailed written recommendation regarding the testing of the implementing contractor.

A bid or award from the office shall only be accepted on behalf of the owner and with prior written transfer.

4-6-3 - In the event that no acceptable bid is received from the owner in all respects, including a total cost greater than the estimated cost of the project, the engineering office shall take all necessary steps to redesign or modify the project requirements, based on the owner's request, to ensure that they are within the determined cost for the project. In this case, the owner shall bear no additional costs, with the exception of the following items:

4-6-3-1 In the event that the price increase is no greater than the anticipated cost of the project due to the owner's delay in awarding the contract.

4-6-3-2 The costs of the project size approved by the owner are greater than the costs determined for the project, and the engineering office informed the owner of this before issuing the tender documents.

4-6-4 Prepare the approved construction contract, make arrangements for the signing of the construction contract and deliver the signed and dated construction contract to the owner.

**4-7 Written Owner Approval:**

The engineering office shall obtain the Owner's written approval at the end of any design phase. The owner shall not withdraw or cancel the written approval after it has been received by the engineering office.

**5 - Project management - duties and responsibilities of the engineering office**

The engineering office shall assume the following duties and responsibilities related to the supervision of the project:

5-1 Provide advice and guidance to the owner.

5-2 Organize and carry out site visits to ensure the progress and quality of the work as stipulated in the terms and specifications of the construction contract.

5-3 Check and approve detailed construction plans, executive plans and construction plans submitted by the contractor.

5-4 Assist in the preparation and checking of initial and final plans prepared by the contractor relating to difficulties arising on site during construction.

5-5 Interpret the contractor's specifications and drawings in a manner that ensures the owner's interest.

5-6 Approving models and indications (catalogues) supplied by the contractor.

5-7 Inspect all materials or products used in the work.

5-8 Provide the owner with constant information on the progress of the work and on any defects or deficiencies that may arise during the construction period.

5-9 Prepare completion certificates for payment.

5-10 Obtain approval from the official authorities in the event of changes.

5-11 Review change orders and claims submitted by the contractor and recommend what is appropriate to the owner.

5-12 Verify drawings (as existing) submitted by the contractor.

5-13 Audit and supervise the initial stages of the project, including ensuring performance.

5-14 Assist in the resolution of disputes or disagreements that may arise between the owner and the contractor, and the engineering office shall make every effort to prevent claims by the contractor.

5-15 Train the owner's employees during the construction period, if necessary.

5-16 Prepare completion certificates and prepare all final certificates and accounts with the contractor to the owner, including end of maintenance issues.

**6- General duties and responsibilities of the engineering office**

6-1 The engineering office adheres to all technical and legal rules and regulations of the engineering professions, and is also responsible for defending the owner's interests within the framework of the laws of the Kingdom of Bahrain. The engineering office recommends that an insurance policy be taken out for the project and adhered to whenever such policy becomes legally required in the Kingdom of Bahrain. This is in addition to any other legal requirements.

6-2 The engineering office shall refrain from receiving any remuneration or gifts other than those agreed with the owner in the agreement.

6-3 The engineering office shall only be responsible for drawings, documents and written instructions issued by it.

 The engineering office shall not be held liable for errors relating to the project issued by third parties.

6-4 The engineering office shall ensure the quality and safety of all materials used in the work and their compliance with the specifications set out in the construction contract, as well as ensuring that no defective or obstructive materials are used or that insufficient quantities are installed. The engineering office shall not be liable for any lack of knowledge on the part of the workers or for force majeure.

Accidents or errors resulting from the construction of the project are not considered to be the responsibility of the engineering office except in cases resulting from specific written instructions from the engineering office.

6-5 If it appears during the course of construction that the cost of the project exceeds the initial construction contract due to an error in the design or in the schedule of quantities, the engineering office shall make the necessary modifications and changes without charging the additional fees as stipulated in Article (1).

6-6 In the event that the engineering office fails to fulfil its duties and responsibilities as set out in Clause (6), the charges shall not exceed the value of the Costs.

**7- Costs**

**7-1 Design Costs:**

7-1-1 The owner shall pay the engineering office a design charge for the engineering office's provision of engineering services related to the project, based on the actual cost of implementing the project, in accordance with the schedule of costs attached to the agreement.

Interim costs are payable as follows:

5% of the design costs on signature of the contract.

5% of the design costs at the end of the first design phase of the project.

15% of the design costs at the end of the second design phase of the project.

30% of the design costs at the end of the third design phase of the project.

30% of the design costs at the end of the fourth design phase of the project.

15% of the design costs at the end of the fifth design phase of the project.

2-1-7 The engineering office shall provide, if requested by the owner, a letter of guarantee equal to the initial payment of the fees when the agreement is signed. The owner also has the right to reserve 10% of the value of each cost payment due to the office until the project is completed. These costs do not include the following:

1-2-71- Additional copies of plans and documents.

2-2-1-7 Travel and accommodation costs away from the office.

2-1-7- 3 External and internal expenses, models and perspectives.

7-1-2-4 Surveying and examination of soils.

7-1-2-5 Honoraria and expenses related to the modification of executive plans and detailed studies made at the owner's request.

7-1-2-6 Furniture design and interior decoration.

2-1-7-7 Additional costs related to the delay of the project for reasons unrelated to the office; these additional costs are calculated in accordance with Article (11).

2-1-7-8 Costs of obtaining official documents.

**7-2 Supervising Costs:**

The owner shall pay the engineering office a charge for the performance of engineering services related to the supervision of the project, based on the actual cost of carrying out the project and according to the schedule appended to the agreement. These costs shall be paid at the time and in the manner agreed between the two parties.

**7-3 Basis of payment of costs:**

7-3-1 Prior to the receipt of tenders, the fees referred to in Article (17) shall be paid according to the estimated cost of the project.

7-3-2 After receipt of tenders and until completion of the project, the cost referred to in Articles (7-1) and (2-7) shall be calculated on the basis of the actual cost.

7-3-3 Where the engineering office issues the certificate of final payment after the end of the maintenance period following completion of the project, the actual cost of implementing the project shall be agreed between the owner and the engineering office, and consequently the professional charges paid to the office shall be adjusted in accordance with Articles (7-1) and (7-2) Increase or decrease for both parties and within a period not exceeding 60 days from the issue of the certificate of final payment.

**8-Duties of the owner**

8-1 If the owner requests the engineering office to make changes after the design of the project has been approved and after the engineering office has approved such changes, the owner shall compensate the engineering office for all costs related to such changes.

8-2 If the owner causes a delay to the engineering office during the design period, the engineering office has the right to reconsider its charge for the remaining stages of the project. The engineering office also has the right to demand compensation for the owner's delay in payment of the remuneration due during the various stages of design and monitoring.

8-3 The owner agrees not to modify the designs or give any instructions on site without the approval of the engineering office. If this approval is not obtained, the engineering office shall not be liable for any errors or accidents occurring during construction as a result of this intervention.

8-4 The direction and monitoring of the construction work on the project shall be the responsibility of the main contractor. In the event of his absence, these responsibilities shall be transferred to the owner or his representative, and thus all the duties and responsibilities of the main contractor shall be transferred to him.

8-5 In the event that the owner appoints a third party to supervise the completion of the project, the third party shall be liable to the owner for the supervision of the project. In the event that the third party gives instructions that contradict the designs and documents issued by the engineering office (designer), the engineering office shall not be liable for any errors or accidents resulting from such instructions. In this case, the engineering office shall inform the relevant authorities of such violations in writing.

8-6 No amount may be deducted from the engineering office's costs as a result of infringements or fines imposed on the contractor.

**9 - Services outside the agreement**

If the owner requests the provision of other services or consultations related to the project outside of this agreement, the owner shall bear the costs of these services and consultations, such as interior decoration, gardens and sound work.

**10- Delay**

If the duration of the construction of the project exceeds 15% of the duration stipulated in the construction contract due to the contractor or the owner, the engineering office shall be entitled to compensation from the owner in accordance with the following terms:

The duration of the increase x the value of the supervision costs

Contract Duration

**11 - Duplicate works**

If the client requests that the design of the additional works be similar to the project, the costs for these recurring designs are as follows:

60% discount on the original design costs for the second construction.

70% discount on the original design costs for the third construction.

75% off the original design costs for the fourth construction.

And a further 2% discount for each additional construction.

The cost of overseeing these works remains the same as the cost of overseeing the project for each building separately.

**12- Suspension or freezing of engineering services**

If the owner wishes to suspend or freeze the engineering services after the start of these services, the engineering office is entitled to collect the full cost of the work carried out by the office prior to the suspension or freeze. This compensation includes all costs incurred by the engineering office as a result of the suspension or freeze.

**13 - Ownership of documents**

Ownership of all projects, specifications, tender documents and other documents prepared by the engineering office remains with the engineering office and may not be disposed of by the owner except by special agreement with the engineering office. The engineering office does not have the right to use these documents for the benefit of another person except with the owner's agreement.

**14- Commitment to the agreement**

This agreement is binding on both parties unless its contents violate the laws and regulations of the Kingdom of Bahrain.

**15- Termination of the agreement**

Both parties have the right to terminate the agreement, provided that the party wishing to terminate the agreement notifies the other party in writing 30 days prior to the date of termination, and the owner shall pay to the engineering office all costs due in accordance with Article (12).

**16 - Disagreements**

In the event of disagreement over the details of the agreement, the matter shall be referred to an arbitrator agreed by both parties. If the two parties do not agree on the choice of an arbitrator, the Council approving the practice of engineering professions shall appoint an arbitrator with the approval of both parties. The arbitrator's final decision shall be binding on both parties, and both parties shall bear the costs of the arbitration equally.

First party........................... Signature................ (Owner)

Second party ........................Signature................(Engineering Office)

First witness: Name ...................... Signature................

Profession....................... Signature................

Address...................................................

Second witness: Name........................ Signature................

Profession........................Signature................

Address:.....................................

**Schedule of Fees**

**Minimum fee percentage by project type for design and supervision work**

**Project cost (BD)**

**Standard projects (A)**

**Complex projects (B)**

**Specialised projects (C)**

**Services and installations (D)**

**Notes**

**From**

**To**

**Design**

**Supervisor**

**Design**

**Supervisor**

**Design**

**Supervisor**

**Design**

**Supervisor**

-

50.000

2

3

2.60

3.5

2.80

4

2.20

5

50.001

150.000

3.40

4.0

3.80

4.60

4.20

5.20

3.60

5.80

150.001

300.000

3.20

3.40

3.60

4.0

4.0

4.60

3.40

5.20

300.001

500.000

2.0

3.20

3.40

3.80

3.80

4.40

3.20

4.60

500

750.000

2.60

3.0

3.0

3.60

3.40

4.20

2.80

3.40

750.001

1.000.000

2.40

2.80

2.80

3.40

3.20

4.0

2.60

3.40

1.000.001

3.000.000

2.30

3.40

2.60

3.20

3.0

3.80

2.40

3.20

3.000.001

5.000.000

2.0

2.20

2.20

3.0

2.40

3.60

2.10

3.0

5.000.001

And more

It is agreed by both parties

The fees indicated in this agreement do not necessarily reflect the fees charged by the engineering office if the project is subject to a public call for tenders, and these fees are negotiable between the owner and the engineering office.

**Follow the fee schedule**

**Minimum percentage of fees according to type of work for design and supervision work - projects**

**Standard projects (A): Complex projects (B):**

- Social housing, workers' housing. - Fire stations.

- Public warehouses. - Central post offices.

- Multi-storey car parks of simple design. - Suburban centres.

Standard residential buildings. - Sports teachers and sports grounds.

- Shops. - Commercial markets.

- Regular bakeries (without equipment). - Housing projects (government).

- Schools. - Central bakeries

- Bakeries - Central printing presses.

- Secondary post offices. - Head offices of banks and financial companies.

- Accommodation for students, teachers and nurses. - National and university libraries.

- Mosques. - Major religious centres and mosques.

**Specialised projects (C): Design Services and installations (D):**

- Hospitals. - Work on the design of services and facilities is separate

- University buildings, lecture theatres and laboratories. For one of the previous clauses.

- Laboratories and research centres.

- Private clubs and health clubs.

- Museums.

- First-class hotels.

- Luxury residential buildings.

- Airports and communication towers.

**Decision No. (2) of 2017 regarding the Fees for Practising Engineering Professions**

Prime Minister:

Having reviewed Law No. (51) of 2014 regarding the Regulation of the Practice of Engineering Professions, in particular Article (16) thereof;

And Decision No. (19) of 1983 regarding the Determination of Licensing Fees for Practising the Professions of Engineer or Opening an Engineering Office and Renewal Fees, as amended by Decision No. (6) of 1987;

And upon the submission of the Minister of Works, Municipalities Affairs and Urban Planning;

And after the approval of the Council of Ministers.

**Hereby Decides:**

**Article One**

The fee categories for the practice of the engineering professions are determined as indicated in the schedule attached to this Decision.

**Article Two**

Decision No. (19) of 1983 regarding the Determination of Licensing Fees for Practising the Professions of Engineer or Opening an Engineering Office and Renewal Fees shall be repealed.

**Article Three**

The Minister of Works, Municipalities Affairs and Urban Planning shall implement this Decision, and it shall come into force from the day following the date of its publication in the Official Gazette.

**The Prime Minister**

**Khalifa bin Salman Al Khalifa**

**Issued on: 7 Rabi' Al-Akhir 1438 H.**

**Corresponding to: 5 January 2017**

Schedule determining the fees applicable to the practice of engineering professions

Reason for the Fee

Amount of the Fee

(In Bahraini Dinars)

Bahraini Engineering Offices

Category (A)

License Annual Renewal

300

Category (B)

License Application Submission

100

Fees for License Issuance

100

License Annual Renewal

200

Category (C)

License Application Submission

100

Fees for License Issuance

100

License Annual Renewal

100

Category (K)

License Application Submission

100

Fees for License Issuance

100

License Annual Renewal

300

Foreign Engineering Offices

Category (A)

License Application Submission

1000

Fees for License Issuance (once)

4000

License Annual Renewal

1000

Category (B)

License Annual Renewal

500

Companies with Engineering Departments (D&E)

License Application Submission

1000

Fees for License Issuance (once)

2000

License Annual Renewal

2000

Engineering Laboratories (F)

License Application Submission

500

Fees for License Issuance (once)

500

License Annual Renewal

500

Individual Engineers – Category (A), (B), and (C)

License Application Submission

15

Fees for License Issuance (once)

65

License Annual Renewal

50

Bahraini Individual Engineers – Category (D)

License Application Submission

15

Fees for License Issuance (once)

20

License Annual Renewal

20

Fees for Licence applications for upgrading to a superior category (Offices)

From category (B) to category (A)

1000

From category (C) to category (B)

500

Fees for Licence applications for upgrading to a superior category (Engineers)

From category (D) to category (C)

30

From category (C) to category (B)

50

From category (B) to category (A)

100

Fee for requesting changes to licence details

10

Fee for requesting access to office records

10

Fee for extracts, photocopies or register records

10

Fee for issuing the initial application for engineering office approval (valid for four months)

First issue (4 months)

200

First extension (4 months)

400

Second extension (4 months)

600

Notes:

- The fees for license application submissions are not refundable.

- The fees apply to Engineering Offices in the GCC and to engineering foreign offices subject to Free Trade Agreements.