



ZIMBABWE INSTITUTION OF ENGINEERS



Production of a Diary of Engineering Training and Experience

Graduate Engineers and Technicians are required to maintain a training and experience diary. The diary is to be submitted to ZIE upon application for full corporate membership. It is the essence of this installment to provide guidelines on the production of the diary.

One needs to procure, approximately 60 pages of feint blue lined A4 size papers, with front and back hard covers. Design 6 Summary Sheets as illustrated in Table 1.1 and the remaining pages as Diary Sheets (Table 1.2). Paste into the diary the attached sheet entitled Engineering Diary Working Categories 1-5. It details how to allocate work time when completing the column Allocation of Time-Weeks on the Summary Sheets.

Summary Sheet (Table 1.1.)

JOB REF NO:	JOB DESCRIPTION	VALUE OF WORK US\$	APPLICANT'S POSITION OF AUTHORITY	PERIOD	DURATION IN WEEKS	ALLOCATION OF TIME –WEEKS					SUPERVISOR'S NAME AND QUALIFICATIONS	SUPERVISOR'S VERIFYING INITIALS/ SIGNATURE	COMMENTS
						1	2	3	4	5			
A.	Mupfure Water Supply	50 000	Assistant Engineer	Jan. 2008- Dec.2008	52	10	5	20	8	9	P. J. Contours	P.J. C.	Was time conscious & fostered completion of project on time.

Sample Diary Page (Table 1.2.).

DATE	WORK PERFORMED	SUPERVISOR'S INITIALS/ SIGNATURE

N.B: Vertical lines to be drawn the full length of each diary page.

ENGINEERING DIARY WORKING CATEGORIES 1-5 ON THE SUMMARY SHEET (Table 1.3)

Full details of work performed are to be recorded in chronological order in the diary, under the individual job reference numbers and job descriptions. On completion of each job the particulars are transferred to the Summary Sheets at the front of the diary and the time allocated in accordance with the following table.

DETAILS OF WORK PERFORMED		
ITEM	FIELD OF PRACTICE	DESCRIPTION OF WORK
1.	Design and Planning	Including preliminary quantities and estimates etc, reports, office organizations, technical study and research.
2.	Contracts, construction production, management and execution of works	Including taking off and billing quantities, estimating and cost analysis, preparation and interpretation of specifications and contract drawings, site measurements, design and control of temporary structures and safety precautions, management of human resources, materials and equipment.
3.	Engineering survey and measurement	Site surveys, profiling, control of levels, detailed setting out, precise measurement and control, aerial surveys and

		Photogrammetric.
4.	Engineering materials	Manufacture, control, testing and use in construction and manufacture.
5.	Plant and Equipment	Control, maintenance and use in construction and manufacture.

The Supervising Engineer or Engineering Mentor, or sponsor should initial all entries in the diary and the summary sheet of which they have knowledge of the accuracy of statements.

Candidates are required to get entries initialed regularly as their training progresses.

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Membership Services & Training Officer

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