



Engineering Card

- INTERNAL PROCEDURES GUIDEBOOK -

(version 1.0)

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Index

Abbreviations.....	5
1. Guidebook Structure	6
2. Framework	6
3. System Description.....	7
4. Processes Description	8
4.1. Application Process.....	8
4.2. Appeal Process.....	10
4.3. Duplicate Card Process	13
4.4. Update Process	14
4.5. Renewal Process	17
5. Eligibility	19
6. Application	20
7. Application documents	20
8. Card expiry	21
9. Card costs	21
10. Applications analysis.....	21
10.1. Recognition and classification of degree programs.....	21
10.2. Recognition and classification of professional experience.....	22
10.3. Recognition and classification of further education	22
11. FEANI's involvement.....	23
11.1. Monitoring panels	23
11.2. Annual Monitoring	24
11.3. Five-year monitoring	25
11.4. Financial Obligations	26
11.5. General meeting of the FEANI National preferred partners.....	26



11.6.	FEANI General assembly	26
12.	Responsibilities framework	27
12.1.	National Steering Council of Ordem dos Engenheiros.....	27
12.2.	Management Representative	27
12.3.	System Manager.....	28
12.4.	Qualification Office	28
12.5.	Administrative and Financial Services.....	30
12.6.	National Register Committee.....	30
12.7.	Board of Complaints.....	31
	Attachments	32



FIGURES INDEX

Figure 1 - System Description	7
Figure 2 - Application Process Flowchart	9
Figure 3 - Application Process Status	10
Figure 4 - Appeal Process Flowchart	11
Figure 5 - Appeal Process Status	12
Figure 6 - Duplicate Card Process Flowchart	13
Figure 7 - Duplicate Card Process Status.....	14
Figure 8 - Update Process Flowchart	15
Figure 9 - Update Process Status	17
Figure 10 - Renewal Process Flowchart	17
Figure 11 - Renewal Process Status	19

ATTACHMENTS INDEX

Attachment 1 - Engineering Card.....	33
Attachment 2 - Register Excerpt.....	34
Attachment 3 - Control Maps.....	35
Attachment 4 - FEANI Annual Monitoring.....	36
Attachment 5 - FEANI Five-year Monitoring.....	37
Attachment 6 - Internal Responsibilities Framework.....	38
Attachment 7 - National Register Committee Operations Regulation.....	40
Attachment 8 - Board of Complaints Operations Regulation	46
Attachment 9 - National Register Committee Detailed Opinion.....	50
Attachment 10 - Board of Complaints Detailed Opinion	51
Attachment 11 - Card Request Template.....	52
Attachment 12 - Letter Template.....	53



ABBREVIATIONS

AFS - Administrative and Financial Services

BC - Board of Complaints

EC - Engineering Card

EMC - European Monitoring Committee

EU - European Union

FEANI - European Federation of National Associations of Engineering

MP - Monitoring Panel

NRC - National Register Committee

NSC - National Steering Council

OE - Ordem dos Engenheiros

OET - Ordem dos Engenheiros Técnicos

OMP - Overall Monitoring Panel

QO - Qualification Office

1. GUIDEBOOK STRUCTURE

This guidebook constitutes the reference document for assignment of the Engineering Card by the Ordem dos Engenheiros (OE). Bellow, it is described the fundamental aspects related to the system, including: framing, System description and respective processes, eligibility, application form and documentation, card expiration, card costs, responsibilities, monitoring and support contacts.

2. FRAMEWORK

The principle of free movement of people and services constitutes one of the fundamental goals of the European Union (EU).

In 2005, it was approved the Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005, aiming the mutual recognition of professional qualifications between Member States of the EU.

In 2007, FEANI - European Federation of National Associations of Engineering, started a project to develop a card for engineering professionals.

In 2010, the German engineering association VDI began implementing the Engineering Card.

In 2011, with the goal of modernizing the Directive 2005/36/EC, the European Commission has created a “Green Paper” which mentions the professional card as a means of promoting mobility in the Internal Market. That same year, the Dutch engineering association KIVI NIRIA began implementing the Engineering Card.

In 2012, the Portuguese engineering association OE - Ordem dos Engenheiros formalized its involvement with the Engineering Card.

The output of the system corresponds to the EC, which is associated with one electronic record.

After completion of the Application, the activity in the system, can occur in the following phases:

- During the period of validity of the EC (the blue shaded area in Figure 1);
- After the expiry of the validity period of the EC (the yellow shaded area in Figure 1).

In the first phase, the applicant is allowed to submit a request of:

- Appeal, in the event of default in certain EC aspect (s) he considers relevant;
- Update, if he wishes to update certain (s) field (s) of the EC;
- Duplicate card, in the event of loss or damage of the EC.

In the second phase, the applicant is only allowed to submit an application for renewal of the EC.

4. PROCESSES DESCRIPTION

The correct functioning of the system depends on the proper control of the respective processes. Accordingly, there were created Control Maps (Attachment 3), which, in addition to allowing the continuous monitoring of the processes, facilitates the task of informing the user about the status of the respective application.

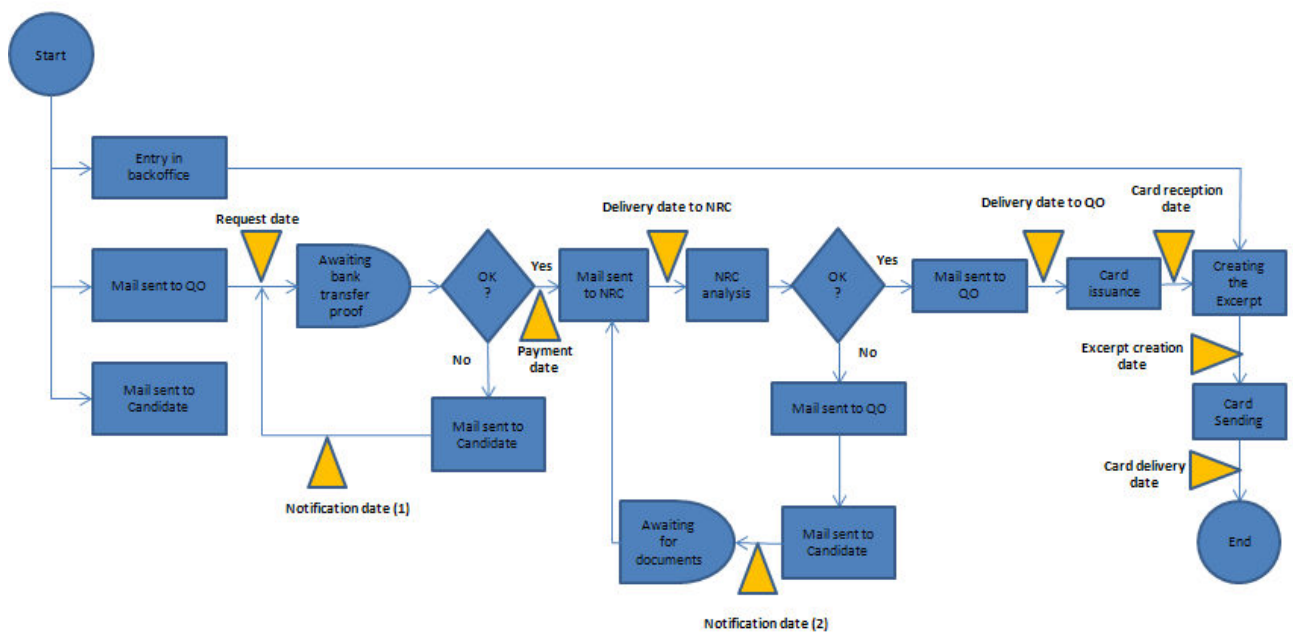
Bellow, the procedures referred in figure 1 are described in detail.

4.1. APPLICATION PROCESS

The application process is triggered after submission of the application form, which is available to fill in www.engcard.pt, more precisely in the "APPLICATION FORM" tab.

On the form the candidate is asked to fill in personal, academic and professional information.

After submission of the application form, information processing is done according to the flowchart of Figure 2.



Subtitle:

QO – Qualification office; **NRC** – National Register Committee

Figure 2 – Application Process Flowchart

Soon after the submission of the application, the information will enter the website administration platform (<http://engcard/gestor/site/login/>) and, at the same time, mails will be sent to the Qualification Office (QO) to notify the delivery of an application and to the candidate requesting the payment of the respective fee. Then, it's up to the QO to check the compliance of the invoice slip copy, sent by the candidate. In the event of anomalies being detected (illegibility, incorrect payment amount, incorrect Bank identification number...) will fit the QO to ask the candidate to send a new invoice slip copy.

After confirmation of the bank transfer success, the next step of the process consists in sending the application for analysis of the National Register Committee (NRC). During the course of analysis by the NRC, can be detected the absence of specific document (s) attesting the qualification (s) achieved. Given this scenario, it will fit the QO to require to the candidate the sending of the respective documentation in order to be properly analyzed by NRC.

Completed the analysis by the NRC, the QO should be informed concerning the status of the qualifications submitted by the applicant, namely, which were approved and which were denied.

Thereafter, the QO will inform the card issuance company, of the data to be included in the EC (Attachment 11).

After issuance of the EC, the card issuance company will be responsible for forwarding it to the OE. Thereafter it's up to the QO to elaborate the register excerpt associated to the EC (Attachment 2).

Finally, it's up to the QO to send the EC to the postal address shown on the register excerpt (Attachment 12).

The flow of information should be accompanied by filling the respective Map Control (Attachment 3), which includes the indicators shown in Figure 2.

The activation of certain indicators, involves state changes in the process, which can be observed in Figure 3.



Figure 3 – Application Process Status

4.2. APPEAL PROCESS

In the event of the holder of the EC, disagrees with the omission of certain qualification, or understands that particular aspects are poorly presented in the EC, he may present an Appeal, by completing the Appeal Form, available at www.engcard.pt, more precisely in the "MY AREA" tab.

An Appeal can be enabled following an Application, Update or Renewal.

The process flowchart is described in Figure 4.

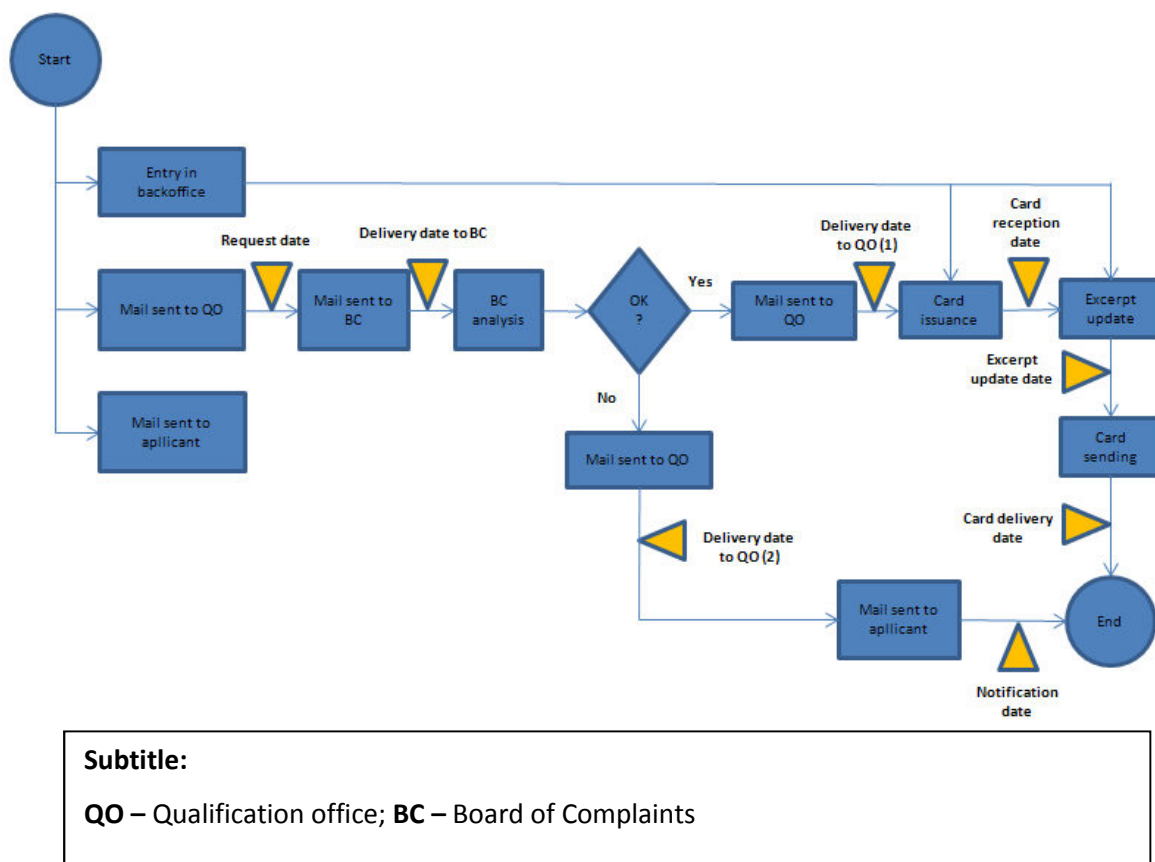


Figure 4 – Appeal Process Flowchart

Soon after the submission of the Appeal, the information will entry the administration website platform (<http://engcard/gestor/site/login/>) and, at the same time, mails will be sent to the QO and to the applicant to notify the delivery of the appeal.

Thereafter, it's up to the QO to forward the request for analysis of the Board of Complaints (BC), which decides on the respective approval or denial.

In the scenario of denial, it's up to the BC to communicate to the QO the reasons associated with the decision.

In the scenario of approval, it's up to the BC to inform the QO about the approved qualifications.

Thereafter, the QO will inform the card issuance company, of the data to be included in the EC (Attachment 11).

After issuance of the EC, the card issuance company will be responsible for forwarding it to the OE. Thereafter it's up to the QO to elaborate the register excerpt associated to the EC (Attachment 2).

Finally, it's up to the QO to send the EC to the postal address shown on the register excerpt (Attachment 12).

An Appeal, does not lead to the extension of the deadline expiration, stated in the original EC.

The flow of information should be accompanied by filling the respective Map Control (Attachment 3), which includes the indicators shown in Figure 4.

The activation of certain indicators, involves state changes in the process, which can be observed in Figure 5.



Figure 5 – Appeal Process Status

4.3. DUPLICATE CARD PROCESS

In the event of loss or damage of the EC, the respective holder may request a duplicate card, through the website www.engcard.pt, more precisely in the "MY AREA" tab.

After submitting the request, the information processing is done according to the flowchart of Figure 6.

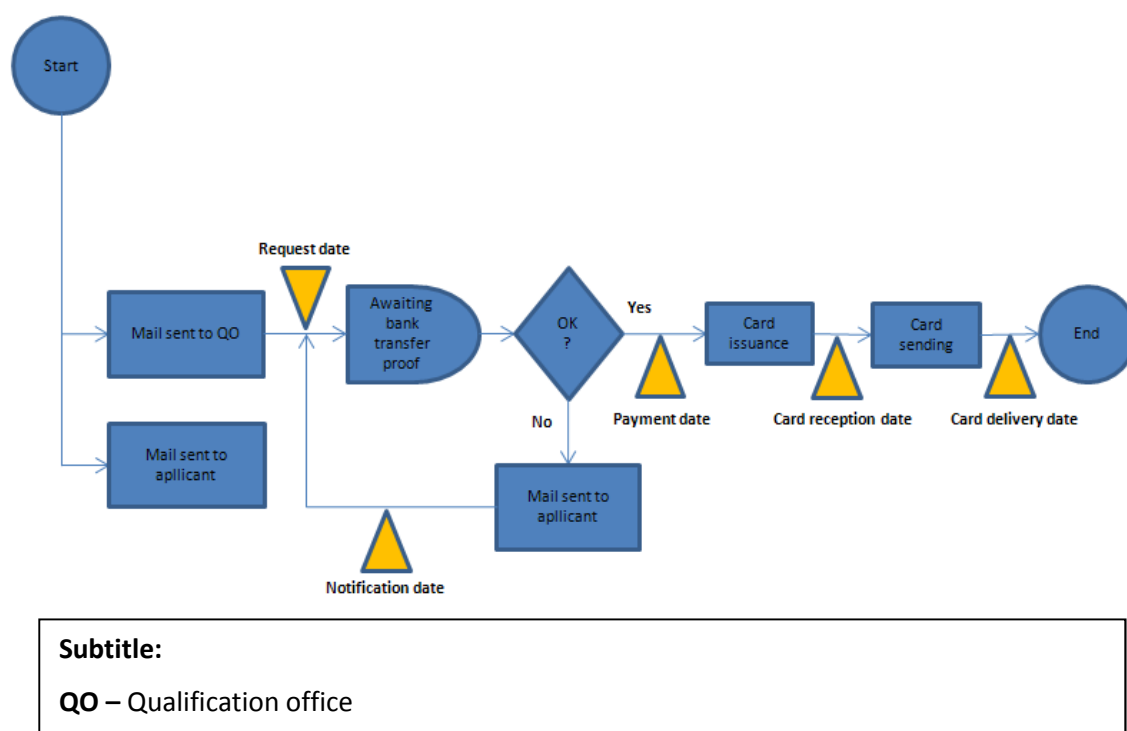


Figure 6 – Duplicate Card Process Flowchart

Soon after the submission of the request, the information will enter the website administration platform (<http://engcard/gestor/site/login/>) and, at the same time, mails will be sent to the QO to notify the delivery of a request and to the applicant requesting the payment of the respective fee.

Then, it's up to the QO to check the compliance of the invoice slip copy, sent by the candidate. In the event of anomalies being detected (illegibility, incorrect payment amount, incorrect Bank identification number...) will fit the QO to ask the applicant to send a new invoice slip copy.

After confirmation of the bank transfer success, the next step of the process consists in informing the card issuance company, of the data to be included in the EC (Attachment 11).

After issuance of the EC, the card issuance company will be responsible for forwarding it to the OE.

Finally, it's up to the QO to send the EC to the postal address shown on the register excerpt (Attachment 12).

The flow of information should be accompanied by filling the respective Map Control (Attachment 3), which includes the indicators shown in Figure 6.

The activation of certain indicators, involves state changes in the process, which can be observed in Figure 7.

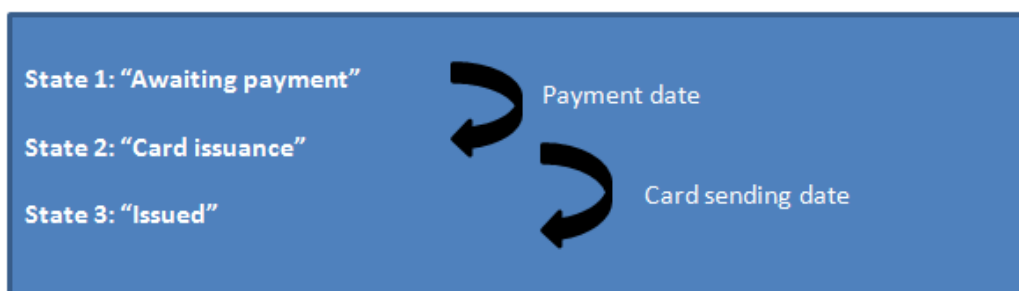
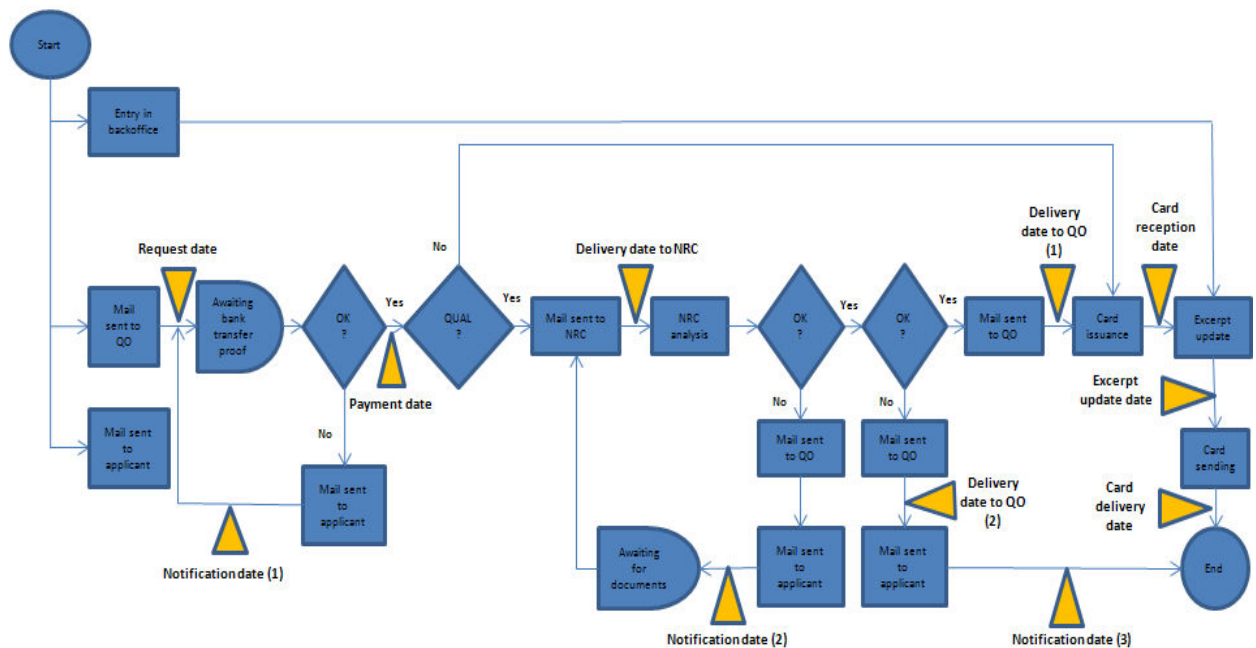


Figure 7 – Duplicate Card Process Status

4.4. UPDATE PROCESS

In the event that the holder intends to update certain EC field (s), he can request the update of the same, by submitting the update form, which is available to fill in www.engcard.pt more precisely in the "MY AREA" tab.

After submission of the update form, the information processing is done according to the flowchart of Figure 8.



Subtitle:

QO – Qualification office; **NRC** – National Register Committee; **QUAL** – Qualifications

Figure 8 – Update Process Flowchart

Soon after the submission of the request, the information will enter the website administration platform (<http://engcard/gestor/site/login/>) and, at the same time, mails will be sent to the QO to notify the delivery of a request and to the applicant requesting the payment of the respective fee.

Then, it's up to the QO to check the compliance of the invoice slip copy, sent by the applicant. In the event of anomalies being detected (illegibility, incorrect payment amount, incorrect Bank identification number...) will fit the QO to ask the applicant to send a new invoice slip copy.

After confirmation of the bank transfer success, it's up to the QO to analyze the type of updates that were submitted by the applicant, particularly if new skills are involved.

Should the request for update only focus on personal information, it's up to the QO to inform the card issuance company, of the data to be included in the EC (Attachment 11).

After issuance of the EC, the card issuance company will be responsible for forwarding it to the OE. Thereafter it's up to the QO to update the register excerpt associated to the EC (Attachment 2).

Finally, it's up to the QO to send the EC to the postal address shown on the register excerpt (Attachment 12).

On the other hand, if the applicant has submitted new skills, it's up to the QO to send the application for analysis of the NRC.

During the course of analysis, can be detected the absence of specific document (s) attesting the qualification (s) achieved. Given this scenario, it will fit the QO to require to the applicant the sending of the respective documentation in order to be properly analyzed by NRC.

Completed the analysis by the NRC, the QO should be informed concerning the status of the qualifications submitted by the applicant, namely, which were approved and which were denied.

Thereafter, the QO will inform the card issuance company, of the data to be included in the EC (Attachment 11).

After issuance of the EC, the card issuance company will be responsible for forwarding it to the OE. Thereafter it's up to the QO to elaborate the register excerpt associated to the EC (Attachment 2).

Finally, it's up to the QO to send the EC to the postal address shown on the register excerpt (Attachment 12).

The flow of information should be accompanied by filling the respective Map Control (Attachment 3), which includes the indicators shown in Figure 8.

The activation of certain indicators, involves state changes in the process, which can be observed in Figure 9.

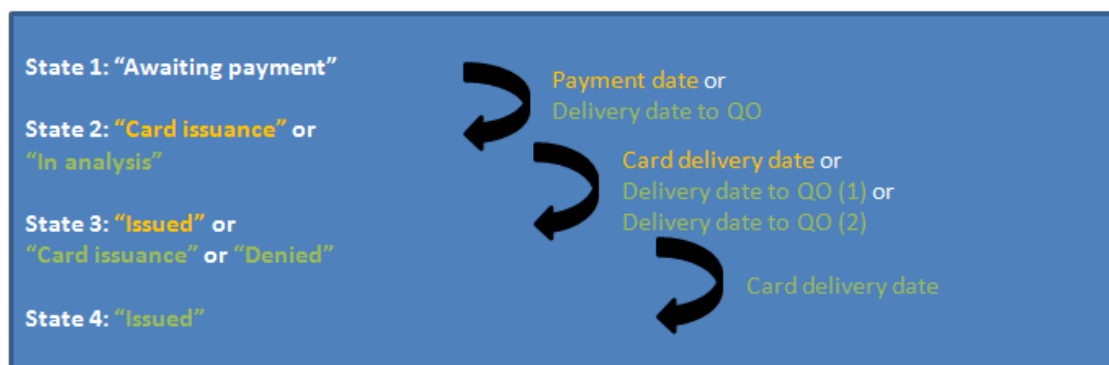
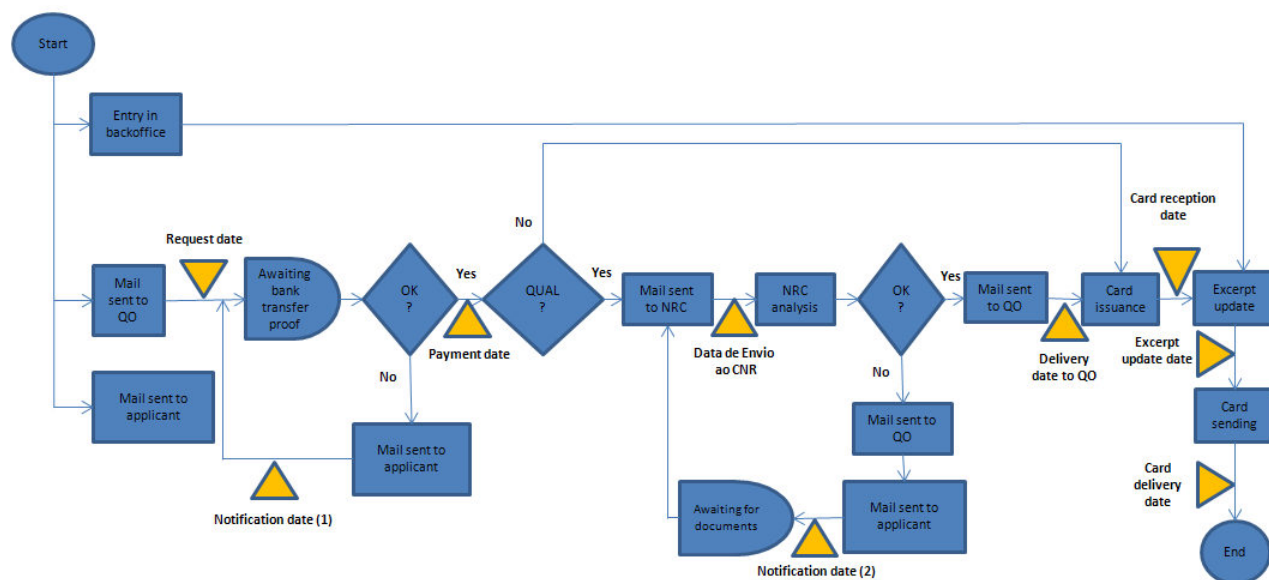


Figure 9 – Update Process Status

4.5. RENEWAL PROCESS

After the expiry of the period of validity of the EC the applicant can renew it, by submitting the renewal form, which is available to fill in www.engcard.pt, more precisely in the "MY AREA" tab.

After submission of the renewal form, information processing will be done according to the flowchart of Figure 10.



Subtitle:

QO – Qualification office; **NRC** – National Register Committee; **QUAL** – Qualifications

Figure 10 – Renewal Process Flowchart

Soon after the submission of the request, the information will enter the website administration platform (<http://engcard/gestor/site/login/>) and, at the same time, mails will be sent to the QO to notify the delivery of a request and to the applicant requesting the payment of the respective fee.

Then, it's up to the QO to check the compliance of the invoice slip copy, sent by the applicant. In the event of anomalies being detected (illegibility, incorrect payment amount, incorrect Bank identification number...) will fit the QO to ask the applicant to send a new invoice slip copy.

After confirmation of the bank transfer success, it's up to the QO to analyze the type of updates that were submitted by the applicant, particularly if new skills are involved.

Should the request for update only focus on personal information, it's up to the QO to inform the card issuance company, of the data to be included in the EC (Attachment 11).

After issuance of the EC, the card issuance company will be responsible for forwarding it to the OE. Thereafter it's up to the QO to update the register excerpt associated to the EC (Attachment 2).

Finally, it's up to the QO to send the EC to the postal address shown on the register excerpt (Attachment 12).

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During the course of analysis, can be detected the absence of specific document (s) attesting the qualification (s) achieved. Given this scenario, it will fit the QO to require to the applicant the sending of the respective documentation in order to be properly analyzed by NRC.

Completed the analysis by the NRC, the QO should be informed concerning the status of the qualifications submitted by the applicant, namely, which were approved and which were denied.

Thereafter, the QO will inform the card issuance company, of the data to be included in the EC (Attachment 11).

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Finally, it's up to the QO to send the EC to the postal address shown on the register excerpt (Attachment 12).

The flow of information should be accompanied by filling the respective Map Control (Attachment 3), which includes the indicators shown in Figure 10.

The activation of certain indicators, involves state changes in the process, which can be observed in Figure 11.



Figure 11 – Renewal Process Status

5. ELEGIBILITY

The system admits portuguese and foreign candidates, with the eligibility requirements described below.

Portuguese Candidates: It is mandatory that candidates are registered as effective members in a portuguese engineering association (OE - Ordem dos Engenheiros or OET - Ordem dos Engenheiros Técnicos).

Foreign candidates: Will only be considered candidates from a country where the EC is not yet implemented.

Candidates must previously register as effective members in a portuguese engineering association (OE - Ordem dos Engenheiros or OET - Ordem dos Engenheiros Técnicos).

6. APPLICATION

The applications must be made electronically in www.engcard.pt.

7. APPLICATION DOCUMENTS

The candidate must attach in the application form:

- Academic studies diplomas (e.g. First Cycle Degree; Second Cycle Degree; Third Cycle Degree);
- Further Education certificates (e.g. Specialist training/seminars, Continuing Professional Development programs);
- Professional Experience declarations;
- Copy of the Membership Card (OE - Ordem dos Engenheiros or OET – Ordem dos Engenheiros Técnicos);
- European Curriculum Vitae;
- Declaration under oath, attesting the veracity of the information submitted;
- Photo;
- Scanned signature.

8. CARD EXPIRY

The EC has a maximum validity of 10 years, beginning on the date of issue. However, the respective record in the database that constitutes the register excerpt can be updated with new titles (academic, professional or additional training).

The card number is a personal number (e.g. PT1200000), to facilitate the renewal when necessary.

In the event that an applicant or card holder provides false information, or has intentionally violated ethical principles of the profession of engineer, NRC reserves the right to cancel the respective card and register excerpt.

9. CARD COSTS

The fees associated to the card are the following:

Original Card: 80 €

Duplicate Card: 40 €

Card Renewal: 40 €

Card Update: 40 €

10. APPLICATIONS ANALYSIS

The applications analysis is made in three levels, as described below.

10.1. RECOGNITION AND CLASSIFICATION OF DEGREE PROGRAMS

The classification of degree programmes in engineering (A) is oriented on the new European Higher Education System (Bologna System). It contains three categories corresponding to the three cycles of this system:

- A1 Corresponding to the First Cycle Degree
- A2 Corresponding to the Second Cycle
- A3 Corresponding to the Third Cycle Degree

Degree programmes with quality seal EUR-ACE will be automatically recognized (<http://enaee.trynisis.com/>), as well as those that are included in FEANI INDEX (<http://www.feani.org/site/>) and those accredited by OE (before 2007). Degree programmes that do not meet these conditions will be subjected to a specific analysis by the NRC.

A course with less than 180 ECTS can never be recognized.

The decision for recognition should be based on the certificate (s) of academic studies, with the description of subjects and classifications.

10.2. RECOGNITION AND CLASSIFICATION OF PROFESSIONAL EXPERIENCE

Professional experience (B) is not a mandatory requirement for obtaining the EC.

This category aims to document professional experience in engineering. Applicants must submit a statement issued by the employer (s) with whom he collaborated or collaborates.

There are 3 categories:

- B1: Employed in private/public companies
- B2: Employed in public service
- B3: Self-employed

The NRC decides the category assignment, based on the documents submitted by the applicant.

It is a requirement for the award of a given category the proof of at least two years of professional experience accumulated in this category.

10.3. RECOGNITION AND CLASSIFICATION OF FURTHER EDUCATION

The additional training (C) is not a mandatory requirement for obtaining the EC.

There are 3 categories:

- C1: Specialist training/seminars with attendance certificate;
- C2: Specialist training/seminars with final examination;

- C3: Continuous Professional Development (CPD) programme with examination and degree.

For registration of category C1, it's required the proof of attendance of at least 3 trainings or seminars.

11.FEANI'S INVOLVEMENT

FEANI's standards for the award of EC, require the establishment of a Committee (NRC), which will be monitored according to the aspects described below.

11.1. MONITORING PANELS

The FEANI should appoint a monitoring panel, composed of competent staff to examine and evaluate the activity of the NRC.

Annually, the FEANI European Monitoring Committee (EMC) will appoint three elements to form the Overall Monitoring Panel (OMP). The presidency of EMC should designate one of these elements as chairman of the panel.

The OMP shall appoint a Monitoring Panel (MP) composed of at least two elements, in order to monitor a NRC in particular.

The NRC must be composed at least by an academic and an element with relevant experience in industry.

The OMP, assisted by the FEANI Secretariat, shall undertake the necessary steps to ensure that none of the members appointed to the MP has had any significant involvement or some kind of compromise with the NRC being examined.

The NRC being monitored, should be informed by the FEANI Secretariat of the expected composition of the MP and invited to submit an objection, if it considers some of the elements of MP unsuitable. If an objection is raised, it will be up to the FEANI Secretariat to advise the OMP and the EMC to take such steps as are necessary and appropriate to resolve the situation. If unable to reach consensus, FEANI shall finalize the membership of the MP.

11.2. ANNUAL MONITORING

OE must submit an annual report prepared by the respective NRC, which should include:

- Number of applications submitted;
- Number of issued cards;
- Reasons for denials;
- Number of Appeals submitted;
- Agendas for NRC meetings;
- Minutes of NRC meetings;
- Methodology for recognition of degree programmes.

The annual report must be delivered before 1 April of the succeeding year. The FEANI Secretariat will confirm its receipt.

The MP shall review the report and send their findings to the OMP, by 15 May, with a copy provided to OE and to the NRC being monitored.

The OMP will decide one of the following scenarios:

- a) The criteria for acceptance of the annual report were gathered and OE will continue to issue the EC;
- b) The acceptance criteria were not met.

If the review is not satisfactory, the NRC together with the OMP and the EMC should take the necessary and appropriate actions to resolve the problem, the OE and NRC may continue to receive requests, but can't issue cards. If no consensus is reached, the OE and NRC will have the chance to request the anticipation of a five-year monitoring or terminate their involvement in the project.

The President of OMP shall prepare by 1 July, a summary report, about the annual monitoring of the previous year, which may include recommendations for the EMC. A copy of the report shall be made available by the FEANI Secretariat to all entities responsible for issuing the EC, and all NRC, within 60 days before the next FEANI General Assembly.

FEANI annual monitoring is outlined in Attachment 4.

11.3. FIVE-YEAR MONITORING

A five-year monitoring aims at a detailed examination of the activity of the OE and respective NRC, in order to allow the continuation, for another five years, of the EC System.

The FEANI Secretariat will publish annually before 1 July, a program calendar with the monitoring activities for the following year. A five-year monitoring shall be performed at least by two elements of the MP and shall include observation of the processes analyzed by NRC.

A five-year monitoring shall also include observation of a NRC meeting, in which must be present at least one element of the MP. Reasonable costs incurred by members of the MP must be borne by OE.

At the end of the monitoring, the MP shall send a preliminary report to the NRC, to check the veracity of the contents. The final report and recommendations will be sent to OMP as soon as possible. A copy of the final report will be provided to the NRC, through the FEANI Secretariat.

The OMP will decide one of the following scenarios:

- a) The OE activity may continue for another 5 years, subject to annual monitoring;
- b) There are slight problems. The OE can continue the activity for a maximum period of one year, and, within six months shall submit a report for consideration of the OMP;
- c) There are serious problems. The NRC, together with the OMP and the EMC shall take the necessary measures to resolve the problems identified. OE and NRC may continue to accept requests, but cannot issue cards.

The FEANI Secretariat shall ask OE and NRC to submit a report, within six months, which demonstrates actions taken in order to eliminate the problems identified in previous monitoring. If, after six months, the OMP concludes that the NRC did not resolve the problems adequately, OE will lose authorization to award the EC.

FEANI five-year monitoring is outlined in Attachment 5.

11.4. FINANCIAL OBLIGATIONS

It is OE responsibility to meet its financial obligations to FEANI, including the payment of the quarterly quota of 10 € per issued card in the respective period.

If OE does not fulfill its financial obligations, the NRC will lose FEANI recognition, unless, FEANI together with the EMC accepts the existence of exceptional circumstances justifying the failure. In these circumstances FEANI can give OE sufficient time, usually three months, for making the payment. If payment is not made within this period, the authorization of the NRC will cease.

11.5. GENERAL MEETING OF THE FEANI NATIONAL PREFERRED PARTNERS

A general meeting of all entities responsible for issuing the EC, chaired by the EMC Chair, shall take place every three years. The location and date will be chosen at the previous meeting, and should take into consideration the minimum travel costs. Each entity shall be represented at least by one element.

It will be up to the FEANI Secretariat to prepare the minutes of all meetings, which shall be made available to the EMC and to the PM.

11.6. FEANI GENERAL ASSEMBLY

The chair of the EMC shall provide to FEANI General Assembly a yearly overall review report on the Engineering Card project. The report shall include:

- A summary of the main features of the System;
- Information on newly-endorsed national register committees;
- Information on the number of EC issued;
- A report of the General Meeting, if applicable;
- Actions taken to correct problems identified by the MP;
- Summary of MP conclusions;
- Relevant changes in admission criteria, policies or procedures related to the EC.

12.RESPONSIBILITIES FRAMEWORK

For the proper functioning of the system it is crucial the definition and formalization of responsibilities.

The internal responsibilities framework of the system is represented in Attachment 6.

12.1. NATIONAL STEERING COUNCIL OF ORDEM DOS ENGENHEIROS

The National Steering Council of the OE has the responsibility to ensure the proper functioning of the System, and to this end:

- Approve any revisions to the guidebook;
- Appoint from among members of the National Steering Council, a representative ("Management Representative");
- Appoint, from among the QO technicians, a System responsible ("System Manager");
- Define and formalize the responsibility framework of the System;
- Renew every five years with FEANI the authorization to issue the EC.
- Define the constitution of the NRC and respective President;
- Define the constitution of the BC.

12.2. MANAGEMENT REPRESENTATIVE

It's up to the Management Representative to monitor the System activity and to ensure the allocation of human, technological and financial resources to enable the proper functioning of the System.

The responsibilities of the Management Representative are:

- Review the contract between OE and the company responsible for the EC issuance;
- Review the contract between OE and the entity responsible for maintaining the website (www.engcard.pt);
- Set up a working group to organize events related to the System;
- Decide, together with the NRC, for the request for an anticipated five-year monitoring.

12.3. SYSTEM MANAGER

The System Manager, is appointed by the National Steering Council, taking responsibility for representing the QO before internal structures and OE before external entities.

Internal Structures:

Prepare and send the information regarding the System, whenever required.

External Entities:

- NRC
 - Schedule meetings;
 - Prepare and file the minutes of the meetings.
- FEANI
 - Represent OE, every three years, at the General Meeting of the FEANI national preferred partners;
 - Submit the annual report of activities;
 - Collaborate with the members of the MP whenever it's required;
 - Report the constitution of NRC and BC, for respective endorsement;
 - Require the anticipation of the five-year monitoring.
- EC Applicants
 - Follow up eventual complaints.

12.4. QUALIFICATION OFFICE

QO technicians have the following responsibilities:

- Comply with the standards set by FEANI;
- Disable certain card and eliminate the respective register excerpt, if detected the violation of ethical principles / ethics of the engineer profession;
- Create and update a statistical record of the System;
- Update the content of the website (www.engcard.pt);
- Communicate any problems detected, to the company responsible for the website maintenance;
- Check the conformity of the copy of the payment slip sent by the applicant;



- Forward a copy of the payment slip for the Administrative and Financial Services (AFS);
- Confirm with the AFS, if the bank transfer was performed successfully;
- Notify the applicants, via email, of the necessity of sending new documentation;
- Notify the applicants, via email, of the reasons inherent to denied requests;
- Forward to NRC, via email, the requests submitted by applicants;
- Forward to BC, via email, the Appeals submitted by applicants;
- Follow up the decisions of the NRC;
- Follow up the decisions of the BC;
- Send to the company responsible for the card issuance, the information concerning the applicant wished to include in the EC;
- Create and update a register excerpt for each request;
- Send the EC to applicants;
- Access and manage the website backoffice;
- Forward any complaints to the System Manager;
- Send periodically to FEANI, information on applications submitted to OE:
 - Country issuing the EC;
 - Gender (Male / Female);
 - Title (Engineer / Technical Engineer);
 - Given name;
 - Surname;
 - Date of birth;
 - Nationality;
 - Identification number;
 - Issue Date;
 - Qualifications (A, B, C).
- Send periodically to FEANI, information concerning applications for Update, Duplicate card, Appeal and Renewal submitted to OE:
 - Country issuing the EC;
 - Gender (Male / Female);
 - Title (Engineer / Technical Engineer);
 - Given name;

- Surname;
 - Date of birth;
 - Nationality;
 - Identification number;
 - Issue date of the previous card;
 - Issue date of the new card;
 - Qualifications (A, B, C).
- Update, in a monthly basis, the list of academic studies recognition;
 - Provide, in a monthly basis, to the NRC and BC, the updated list of academic studies recognition;
 - File the NRC and BC detailed opinions;
 - File the Register Excerpts;
 - Update the Control Maps (attachment 3) immediately after changing the process status in the backoffice.

12.5. ADMINISTRATIVE AND FINANCIAL SERVICES

It is responsibility of AFS:

- To check if the bank transfer was performed successfully and to issue and send the respective receipt;
- Comply with the financial obligations to FEANI - quarterly payment of 10 € per card issued in the respective period;
- Pay the expenses of the members of MP;
- Make payments for invoices issued by the providers of services related to the system.

12.6. NATIONAL REGISTER COMMITTEE

The activity of the NRC shall be based in the respective Operations Regulation (Attachment 7). This Committee will have as responsibilities:

- Verify the authenticity of the documents submitted by applicants;
- Make the recognition and classification of requests (applications, updates and renewals);

- Elaborate the detailed opinion (Attachment 9) and send it to the QO;
- Temporarily appoint working groups for specific tasks;
- Prepare the annual report of activities, which shall be delivered to the OE for subsequent submission to FEANI;
- Appoint a Contact Point, from among the members of the NRC, which will be responsible for clarifying any doubts of FEANI, concerning the contents of the report of activities;
- Require the QO, to cancel certain card and eliminate the respective register excerpt;
- Collaborate with the members of the MP, whenever it's necessary;
- Decide, together with the Management Representative, for the request for an anticipated five-year monitoring;
- Demonstrate to FEANI the implementation of corrective actions in order to eliminate the non-conformities detected in previous monitorings.

12.7. BOARD OF COMPLAINTS

The activity of the Board of Complaints (BC) should be based on the respective Operations Regulation (Attachment 8). It's up to BC to intervene in case of Appeal submitted by an applicant. In the event that, after analysis of BC, a given qualification remains unsatisfactory, it's up to this committee to inform the QO (via email) of the decision, explaining the respective reasons (Attachment 10). If a given qualification is approved, it's up to this committee to classify it.



ATTACHMENTS



ATTACHMENT 1 – ENGINEERING CARD



engineering card cartão europeu de engenharia	
	
1. Silva	
2. António	
3. 25.07.1973, Lisboa	
4a. 15.10.2012	4b. 15.10.2022
5. Ordem dos Engenheiros	
6. PT1200000	
7. <i>António Silva</i>	
8. <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1	
www.eng-card.pt	

1. Apelido(s) Surname	8.	
2. Nome Próprio Given name		Estudos Académicos Academic Studies
3. Data e local de nascimento Date and place of birth		Data Date
4a. Data de emissão Date of issue	A1	Licenciado (Pós-Bolonha)/Bacharel Diplom
4b. Data de validade Date of expiry	A2	Licenciado (Pré-Bolonha)/Mestre Master
5. Membro da Associação Member of Association	A3	Doutor PhD
6. Número de identificação ID number		10.10.2008
7. Assinatura Signature		10.10.2011
8. Qualificações Key for qualifications		
		Experiência Profissional Professional Experience
	B1	Empresa privada/pública Free economy
	B2	Serviço público Civil service
	B3	Trabalhador independente Self employed
		Formação Adicional Further Education
		Nº Number
	C1	Formação/Seminário com certificado Tutorial with certificate of attendance
	C2	Formação/Seminário com avaliação Tutorial with final examination
	C3	Pós-Graduação/Formação Avançada Advanced education with certificate

PT1200000



ATTACHMENT 2 – REGISTER EXCERPT

  	
<h2>Extrato do Registo Português de Profissionais de Engenharia</h2> <h3>Extract from the Portuguese Engineer Register</h3>	
Apelido(s) Surname	Silva
Nome Próprio Given Name	António
Data de Nascimento Date of Birth	25.07.1973
Local de Nascimento Place of Birth	Lisboa
	
Data de Emissão Date of Issue	15.10.2012
Membro da Associação Member of Association	Ordem dos Engenheiros
Número de Identificação ID Number	PT1200000
<h3>Dados Pessoais Personal Data</h3>	
Morada Address	Ax. Marechal Gomes da Costa, 100 1000-000 Lisboa
País Country	Portugal
Telefone Phone	213 456 789
Fax Fax	213 456 798
E-Mail E-mail	antoniosilva@gmail.com
Nacionalidade Nationality	Portuguesa
<h3>Estudos Académicos Academic studies</h3>	
1. Grau Académico 1st Graduation Degree	
Título Académico Academic Title	Licenciado (Pós-Bolonha)
Data Date	10.10.2008
Curso Course of Studies	Engenharia Civil
Estabelecimento de Ensino Superior University	Universidade da Beira Interior
2. Grau Académico 2nd Graduation Degree	
Título Académico Academic Title	Mestre
Data Date	10.10.2011
Curso Course of Studies	Engenharia Civil
Estabelecimento de Ensino Superior University	Instituto Superior de Engenharia de Lisboa
<h3>Experiência Profissional Professional Experience</h3>	
Período Period	01.Set.2009 a Em curso
Empregador Employer	ABC Construções, Lda.
Função Function	Projetista de Estruturas
Setor de Atividade Field of work	Construção Civil
<h3>Formação Adicional Further Education</h3>	
Período Period	03.Mar.2012 a 03.Mar.2012
Designação Title	Empreitada de Obras Públicas
Tipo Form	Formação / Seminários (com certificado de presença)
Entidade Promotora Offerer	Instituto de Soldadura e Qualidade
<small>Registo Português de Profissionais de Engenharia Ordem dos Engenheiros Avenida António Augusto de Aguiar, 30 1069-030 Lisboa Telefone: +351 213 132 633 Fax: +351 213 132 690 E-Mail: engcard@ordemdosengenheiros.pt www.eng-card.pt</small>	



ATTACHMENT 3 – CONTROL MAPS

PROCESSO DE CANDIDATURA									
Código	Data de Entrada da Candidatura	Data de Aviso ao Candidato (1)	Data de Pagamento	Data de Envio ao CNR	Data de Aviso ao Candidato (2)	Data de Saída do CNR	Data de Receção do Cartão	Data de Criação do Registo	Data de Envio do Cartão
...

PROCESSO DE RECURSO								
Código	Data de Entrada do Recurso	Data de Envio ao CR	Data de Saída do CR (2)	Data de Aviso ao Requerente	Data de Saída do CR (1)	Data de Receção do Cartão	Data de Atualização do Registo	Data de Envio do Cartão
...

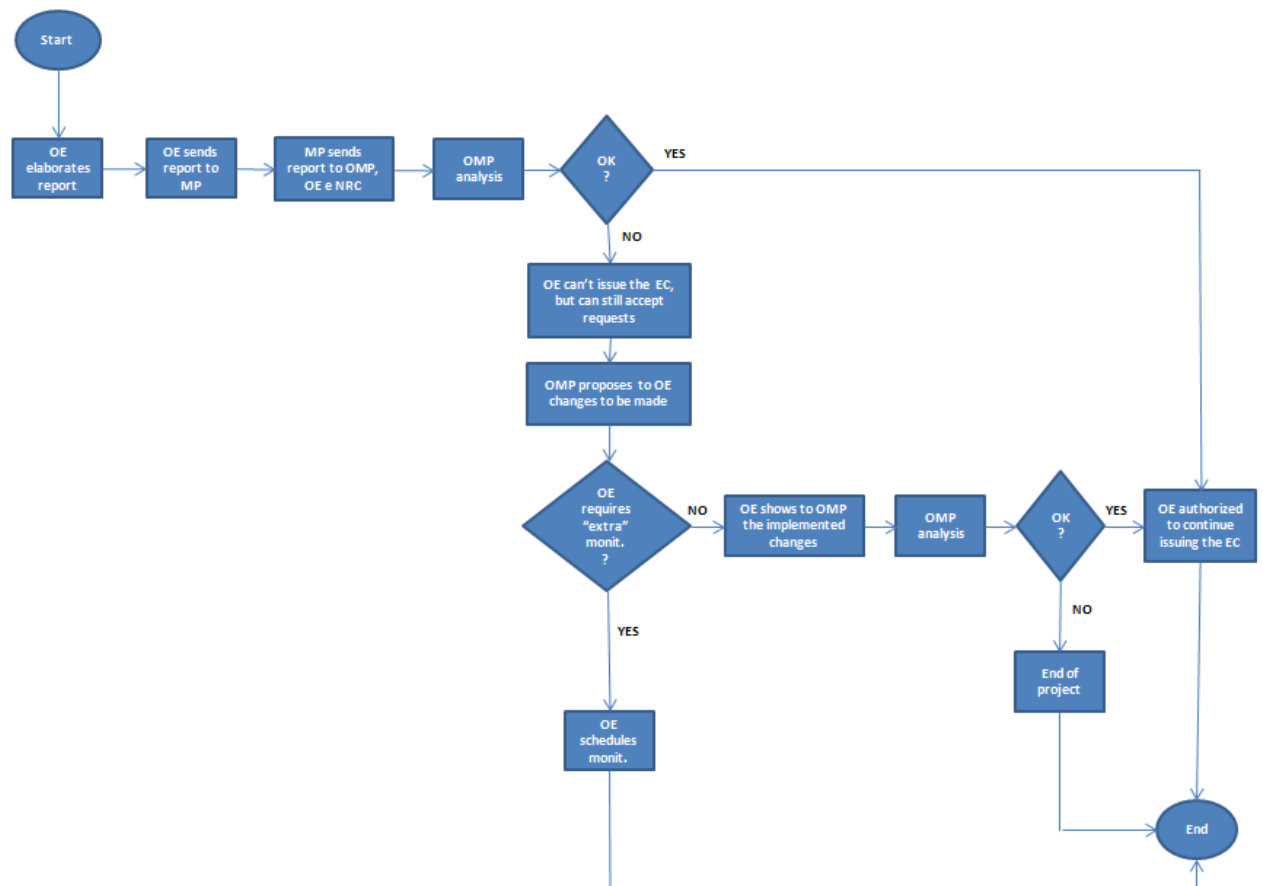
PROCESSO DE 2ª VIA					
Código	Data de Entrada do Pedido	Data de Aviso ao Requerente	Data de Pagamento	Data de Receção do Cartão	Data de Envio do Cartão
...

PROCESSO DE ATUALIZAÇÃO											
Código	Data de Entrada do Pedido	Data de Aviso ao Requerente (1)	Data de Pagamento	Data de Envio ao CNR	Data de Aviso ao Requerente (2)	Data de Saída do CNR (2)	Data de Aviso ao Requerente (3)	Data de Saída do CNR (1)	Data de Receção do Cartão	Data de Atualização do Registo	Data de Envio do Cartão
...

PROCESSO DE RENOVAÇÃO									
Código	Data de Entrada do Pedido	Data de Aviso ao Requerente (1)	Data de Pagamento	Data de Envio ao CNR	Data de Aviso ao Requerente (2)	Data de Saída do CNR	Data de Receção do Cartão	Data de Atualização do Registo	Data de Envio do Cartão
...



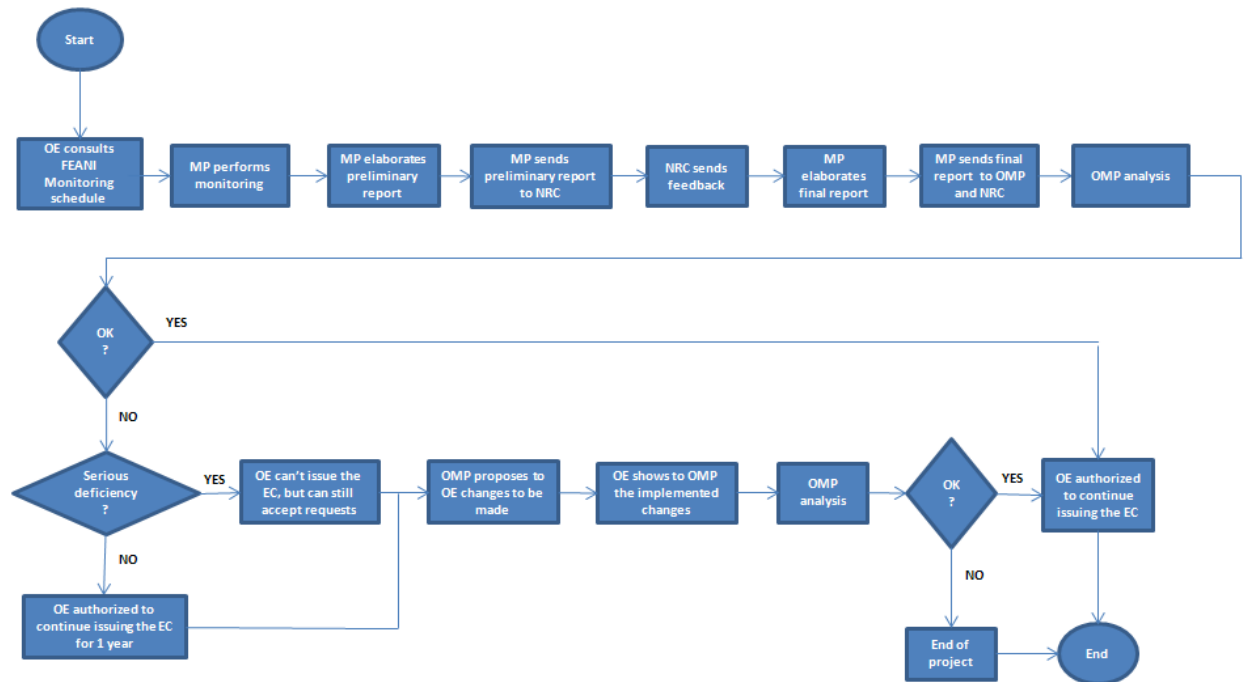
ATTACHMENT 4 – FEANI ANNUAL MONITORING



Subtitle:

OE – Ordem dos Engenheiros; **MP** – Monitoring Panel; **NRC** – National Register Committee;
OMP – Overall Monitoring Panel; **EC** – Engineering Card; **Monit.** - Monitoring

ATTACHMENT 5 – FEANI FIVE-YEAR MONITORING



Subtitle:

OE – Ordem dos Engenheiros; **MP** – Monitoring Panel; **NRC** – National Register Committee;
OMP – Overall Monitoring Panel; **EC** – Engineering Card



ATTACHMENT 6 – INTERNAL RESPONSIBILITIES FRAMEWORK

Name	Function	Backoffice profile	Responsibilities
	Management Representative	User	<ul style="list-style-type: none">• Review the contract between OE and the company responsible for the EC issuance;• Review the contract between OE and the entity responsible for maintaining the website (www.engcard.pt);• Set up a working group to organize events related to the System;• Decide, together with the NRC, for the request for an anticipated five-year monitoring.
	System Manager	Administrator	<ul style="list-style-type: none">• Prepare and send the information regarding the System, whenever required.• Schedule meetings with NRC;• Prepare and file the minutes of the NRC meetings.• Represent OE, every three years, at the General Meeting of the FEANI national preferred partners;• Submit, to FEANI, the annual report of activities;• Collaborate with the members of the MP whenever it's required;• Report to FEANI the constitution of NRC and BC, for respective endorsement;• Require to FEANI the anticipation of the five-year monitoring.• Follow up eventual complaints.• Accumulates the responsibilities defined for the function of "System Technician".

	System Technician	Administrator	<ul style="list-style-type: none"> • Comply with the standards set by FEANI; • Disable certain card and eliminate the respective register excerpt, if detected the violation of ethical principles / ethics of the engineer profession; • Create and update a statistical record of the System; • Update the content of the website (www.engcard.pt); • Communicate any problems detected, to the company responsible for the website maintenance; • Check the conformity of the copy of the payment slip sent by the applicant; • Forward a copy of the payment slip for the Administrative and Financial Services (AFS); • Confirm with the AFS, if the bank transfer was performed successfully; • Notify the applicants, via email, of the necessity of sending new documentation; • Notify the applicants, via email, of the reasons inherent to denied requests; • Forward to NRC, via email, the requests submitted by applicants; • Forward to BC, via email, the Appeals submitted by applicants; • Follow up the decisions of the NRC; • Follow up the decisions of the BC; • Send to the company responsible for the card issuance, the information concerning the applicant wished to include in the EC; • Create and update a register excerpt for each request; • Send the EC to applicants; • Access and manage the website backoffice; • Forward any complaints to the System Manager; • Send periodically to FEANI, information on applications, updates, duplicate cards, appeals and renewals submitted to OE; • Update, in a monthly basis, the list of academic studies recognition; • Provide, in a monthly basis, to the NRC and BC, the updated list of academic studies recognition; • File the NRC and BC detailed opinions; • File the Register Excerpts; • Update the Control Maps (attachment 3) immediately after changing the process status in the backoffice.
	System Technician	Administrator	<ul style="list-style-type: none"> • Intervenes in the absence of the System Technician (s) to clarify any doubts of applicants.
	Technician	User	
	Technician	User	
...



ATTACHMENT 7 – NATIONAL REGISTER COMMITTEE OPERATIONS REGULATION

NATIONAL REGISTER COMMITTEE OPERATIONS REGULATION

Approved by the National Steering Council, in

Article 1

Subject

This Regulation lays down rules for the functioning of the National Register Committee.

Article 2

Composition

1. The National Register Committee, hereinafter NRC is a structure whose formation is defined by the National Steering Council of Ordem dos Engenheiros (OE), hereinafter referred NSC.
2. The NRC is composed by three elements, one of them appointed President by the NSC.

Article 3

Deliberations

The deliberations of the NRC are taken by simple majority.

Article 4

Meetings

1. It is responsibility of the President to prepare the agenda for the meetings, including therein any proposals it receives for this purpose from the System Manager.
2. The NRC will meet monthly at the headquarters of OE.
3. At the NRC meetings it shall be applied the following work scheme:
 - a) Appraisal, approval and signing of the minutes of the previous meeting, in case those are not yet approved and signed;
 - b) Information related to previous decisions;
 - c) Consideration and vote on the issues discussed;
 - d) Consideration, approval and signing of the minutes of the meeting.

Article 5

Minutes

1. At the end of each meeting it shall be prepared, approved and signed by all attendees the respective minutes, which shall contain the place, date and time of the meeting, indicating the attendees, the agenda, reference to documents that will be submitted as attachments, the content of the decisions taken and the results of the voting, which will be numbered, initialed on all pages, including attachments, and signed by the President.
2. In case it is not possible the preparation, approval and signing of the minutes at the end of the meeting, in particular because of its length and complexity, the minutes will be prepared by the System Manager as soon as possible and sent to each of the attendees. Thereafter, the minutes shall be approved and signed by all attendees at the next meeting of the NRC.
3. In the case of the preceding paragraph, at the end of the session it will be prepared a document summarizing the deliberations, which will be immediately approved and signed by all attendees.
4. The minutes of the meetings, after respective approval and signature must be collected and archived by the System Manager.

Article 6

Responsibilities

1. It's NRC responsibility:
 - a) Verify the authenticity of the documents submitted by applicants;
 - b) Make the recognition and classification of applications (applications, updates and renewals);
 - c) Elaborate the detailed opinion (Attachment 9) and send it to the QO, via email;
 - d) Temporarily appoint working groups for specific tasks;
 - e) Prepare the annual report of activities, which shall be delivered to the OE for subsequent submission to FEANI;
 - f) Require the QO, to cancel certain card and eliminate the respective register excerpt;

- g) Collaborate with the members of the MP, whenever it's necessary;
 - h) Decide, together with the Management Representative, for the request for an anticipated five-year monitoring;
 - i) Demonstrate to FEANI the implementation of corrective actions in order to eliminate the non-conformities detected in previous monitorings.
2. The responsibilities of NRC may be delegated.

Article 7

President responsibilities

1. It's the president responsibility:
 - a) The preparation of the meetings agenda, including therein any proposals he receives for this purpose, from the Management Representative;
 - b) To preside over the meetings of the NRC;
 - c) Coordinate the activities of the NRC;
 - d) Appoint a Contact Point, from among the members of the NRC, which will be responsible for clarifying any doubts of FEANI, concerning the contents of the report of activities;
 - e) To carry out the responsibilities delegated to it.
2. The president may delegate responsibilities in a NRC element.

Article 8

Methodology

1. The analysis of the NRC consists in the evaluation and classification of the information submitted by applicants.
2. It is performed to verify the following information:
 - a) Personal data of the applicant, including engineering professional association in which he is registered and the respective professional identification number.
 - b) Certificates of academic studies submitted by the applicant:

b1) are automatically recognized degree programmes with quality seal EUR-ACE, as well as degree programmes which are included in FEANI INDEX and those accredited by OE (before 2007);

b2) degree programmes that do not meet the above conditions will be subject to specific analysis.

c) Declarations of professional experience in engineering submitted by the applicant;

d) Certificates of further education submitted by the applicant, including verification of the applicant's name, name of the training course, duration of the training course (hours), and description of respective workload and classification (if applicable), date of completion, final grade (if applicable), signature and stamp of the training entity.

3. Academic studies submitted by the applicant, shall be classified as follows, with resource to the updated list of academic studies recognition provided monthly by the QO to the NRC:

a) First cycle degrees shall be assigned A1 level;

b) Second cycle degrees shall be assigned A2 level;

c) Third cycle degrees shall be assigned A3 level.

4. Professional experience in engineering submitted by the applicant, shall be classified as follows:

a) Professional experience developed in private / public company shall be given B1 level;

b) Experience developed in Public Service shall be assigned B2 level;

c) Experience developed as self-employed, shall be assigned B3 level;

d) It is a requirement for the allocation of a certain level, the proof of at least two years of accumulated professional experience at that level.

5. The further education submitted by the applicant, shall be classified as follows:



- a) Training courses or seminars with attendance certificate shall be assigned C1 level. For registering this level, it is mandatory the proof of attendance of at least three training courses or seminars;
- b) Training courses or seminars with final evaluation shall be assigned C2 level;
- c) Advanced training and Post-graduations, shall be awarded C3 level.

Article 9

Annual report

1. The NRC will prepare an annual report of the system, which must be submitted by 1 April of the following year.
2. The report shall include the following information:
 - a) Number of applications submitted;
 - b) Number of cards issued;
 - c) Grounds for refusal;
 - d) Number of Appeals presented;
 - e) Agendas for NRC meetings;
 - f) Minutes of NRC meetings;
 - g) Methodology for recognition of degree programmes.

Article 10

Final provisions

The Operation Regulation may be revised by NSC decision, on the proposal of NRC.

Article 11

Entry force

This Operation Regulation shall enter in force immediately after its approval by the NSC.



ATTACHMENT 8 – BOARD OF COMPLAINTS COMMITTEE OPERATIONS REGULATION

BOARD OF COMPLAINTS OPERATIONS REGULATION

Approved by the National Steering Council, in

Article 1

Subject

This Regulation lays down rules for the functioning of the Board of Complaints.

Article 2

Composition

1. The Board of Complaints, hereinafter BC is a structure whose formation is defined by the National Steering Council of Ordem dos Engenheiros (OE), hereinafter referred NSC.
2. The BC is composed by three elements.
- 3.

Article 3

Deliberations

The deliberations of the BC are taken by simple majority.

Article 4

Responsibilities

It's the BC responsibility:

- a) Examine Appeal requests, submitted by the applicants;
- b) In the case of approval of a qualification, perform the respective classification;
- c) Elaborate the detailed opinion (Attachment 9) and send it to the QO, via email.

Article 5

Methodology

1. The analysis of the BC consists in the evaluation and classification of the information submitted by applicants.
2. It is performed to verify the following information:
 - a) Personal data of the applicant, including engineering professional association in which he is registered and the respective professional identification number.
 - b) Certificates of academic studies submitted by the applicant:

b1) are automatically recognized degree programmes with quality seal EUR-ACE, as well as degree programmes which are included in FEANI INDEX and those accredited by OE (before 2007);

b2) degree programmes that do not meet the above conditions will be subject to specific analysis.

c) Declarations of professional experience in engineering submitted by the applicant;

d) Certificates of further education submitted by the applicant, including verification of the applicant's name, name of the training course, duration of the training course (hours), and description of respective workload and classification (if applicable), date of completion, final grade (if applicable), signature and stamp of the training entity.

3. Academic studies submitted by the applicant, shall be classified as follows, with resource to the updated list of academic studies recognition provided monthly by the QO to the BC:

a) First cycle degrees shall be assigned A1 level;

b) Second cycle degrees shall be assigned A2 level;

c) Third cycle degrees shall be assigned A3 level.

4. Professional experience in engineering submitted by the applicant, shall be classified as follows:

a) Professional experience developed in private / public company shall be given B1 level;

b) Experience developed in Public Service shall be assigned B2 level;

c) Experience developed as self-employed, shall be assigned B3 level;

d) It is a requirement for the allocation of a certain level, the proof of at least two years of accumulated professional experience at that level.

5. The further education submitted by the applicant, shall be classified as follows:



- a) Training courses or seminars with attendance certificate shall be assigned C1 level. For registering this level, it is mandatory the proof of attendance of at least three training courses or seminars;
- b) Training courses or seminars with final evaluation shall be assigned C2 level;
- c) Advanced training and Post-graduations, shall be awarded C3 level.

Article 10

Final provisions

The Operation Regulation may be revised by NSC decision, on the proposal of NRC.

Article 11

Entry force

This Operation Regulation shall enter in force immediately after its approval by the NSC.



ATTACHMENT 9 – NATIONAL REGISTER COMMITTEE DETAILED OPINION



PARECER DO COMITÉ NACIONAL DE REGISTO

No seguimento do pedido, com código _____, submetido pelo
requerente _____,
membro efetivo da _____, portador da
cédula profissional (n.º) _____ é decisão do Comité
Nacional de Registo não aprovar/aprovar as seguintes qualificações:

Qualificações	Não Aprovar	Aprovar	Classificação
Estudos Académicos (A)			
Experiência Profissional (B)			
Formação Adicional (C)			

____ de _____ de _____

(_____) (_____) (_____)

Cartão Europeu de Engenharia



ATTACHMENT 10 – BOARD OF COMPLAINTS DETAILED OPINION



PARECER DO COMITÉ DE RECURSO

No seguimento do pedido de Recurso, com código _____,
submetido pelo requerente _____,
membro efetivo da _____, portador da
cédula profissional (n.º) _____, é decisão do Comité de
Recurso indeferir/deferir as seguintes qualificações:

Qualificações	Indeferir	Deferir	Classificação
Estudos Académicos (A)			
Experiência Profissional (B)			
Formação Adicional (C)			

Justificação de indeferimento:

____ de _____ de _____

() () ()

Cartão Europeu de Engenharia



ATTACHMENT 11 – CARD REQUEST TEMPLATE

FRENTE							
1. Apelido (s)	2. Nome Próprio	3. Data e local de nascimento	5. Membro da Associação	6. Nº de identificação	8. A	8. B	8. C
...

VERSO									
A1	A2	A3	B1	B2	B3	C1	C2	C3	Nº de identificação
...



ATTACHMENT 12 – LETTER TEMPLATE



ORDEM
DOS
ENGENHEIROS

Exmo. Senhor Engenheiro / Engenheiro Técnico
(Nome)
(Morada)
(Código Postal)

Nº
Pº

(ano)-(mês)-(dia)

Assunto: Envio do Cartão Europeu de Engenharia

Exmo. Sr. Eng.º / Eng.º Técnico (Nome)

No seguimento do seu pedido de Cartão Europeu de Engenharia, vem a Ordem dos Engenheiros, por este meio, proceder ao respetivo envio.

Aproveita-se a oportunidade para informar que poderá, sempre que desejar, efetuar uma atualização do seu cartão, devendo para tal aceder à sua área pessoal, no website www.engcard.pt.

Na eventualidade de dúvidas relacionadas com o Cartão Europeu de Engenharia, é favor contactar a Ordem dos Engenheiros, através do endereço eletrónico geral@engcard.pt ou do telefone +351 213132600.

Com os melhores cumprimentos,

(Assinatura do Representante da Gestão)
(Nome do Representante da Gestão)
(Cargo exercido na Ordem dos Engenheiros)

Avenida António Augusto de Aguiar, 30, 1069-030 Lisboa
Telefone + 351 213132600 Fax + 351 213132615