

PUBLIC DISCLOSURES SUBMISSION FORM

As members of a profession, engineers are obliged to meet certain standards. Engineering New Zealand's role as the Registration Authority for chartered professional engineers is to make sure these standards are met.

If you have comments about the suitability of a person applying for registration as a chartered professional engineer or renewing their registration, use this form to let us know your comments or concerns.

FIRST STEPS

1. Check [here](#) to confirm the engineer is a chartered professional engineer and/or refer to this list to see if they are due for reassessment.
2. Make sure your comment relates to the engineer's eligibility for registration as a chartered professional engineer. Your comments may be positive or negative but should be related to whether the engineer is practicing to the standard expected of a chartered professional engineer. Your comments may relate to:

the engineer's quality of work

the engineer's professional conduct or behaviour, or

any other competency matter you think is relevant.

If you're concerned the engineer may have breached their ethical obligations you can also raise a formal concern about them [here](#).

If the information relates to serious wrongdoing in your workplace, your submission might be better dealt with by way of a protected disclosure [here](#).

We will review the information provided and let you know if we think it should be dealt with as a complaint or a protected disclosure before taking any further steps.

WHAT HAPPENS TO YOUR SUBMISSION

We may use the information you give us to do one or more of the following:

- Triage and prioritise upcoming reassessments
- Have a conversation with the engineer concerned
- Address the issues raised with the engineer during their next reassessment
- Trigger an early reassessment for the engineer
- Recommend further professional development for the engineer
- If the information raises serious concerns, begin an investigation under our concerns and complaints process.

If we act on your submission, we will provide the information you submitted to the engineer so they have an opportunity to respond. On request we will provide the engineer with your name.

The information may also be shared with the assessment panel responsible for the engineer's next assessment for continued registration.

WHAT'S NEXT

Use this form to give us all the information you can and send it to us at registrar@engineeringnz.org. If the engineer is scheduled for reassessment soon, information needs to be sent to us at least 2 months before their reassessment. Information received outside this timeframe will still be considered but may not be acted on unless it raises serious concerns.

Upon reception of the form, we will send you an acknowledgement email. After that, our teams will review the form and determine the next action:

- If it is a positive feedback about one of our registrants: we will add the feedback to their files to be taken into consideration at their next reassessment.
- If it is a concern, we will triage the form. Once it is done, we will contact you again and share with you the outcome.

If you need help completing this form, or if you have questions about how we use your information, give us a call on +64 4 473 9444.

PRIVACY AND CONFIDENTIALITY

Engineering New Zealand, including in its role as the Registration Authority, is subject to the Privacy Act 2020. We will only collect, use and store the information provided for the purpose it was gathered.

The information you provide will otherwise be kept confidential. If you have any concerns about privacy or confidentiality, please contact us.

YOUR DETAILS

Full name

Position

Company (if applicable)

Building Consent Authority (if applicable)

Email address

Phone

CHARTERED PROFESSIONAL ENGINEER'S DETAILS

Full name

Company (if applicable)

Email address

Phone

CPEng number (if known)

INFORMATION YOU ARE PROVIDING

Tell us what information you want to share about this engineer, and why you consider it is relevant to their registration as a chartered professional engineer.

Have you discussed this information directly with the engineer involved?

If not, tell us why not. Would you be open to talking to the engineer about this information with our help?

Have you taken, or are you taking, any other action in relation to this information? If yes, what is/was that action?

OTHER INFORMATION

You can provide any supporting documentation that may help us understand the information you are providing. This might include:

- Relevant reports or producer statements
- Correspondence
- Photos
- Statements from people involved

DECLARATION

- I agree to all information, and my identity being shared with the engineer in question.
- I declare the information I have supplied in this form is true and correct to the best of my knowledge and belief.
- I'm aware that Engineering New Zealand, in its role as the Registration Authority, is subject to the Privacy Act 2020 and information may only be collected, used, stored and disclosed in accordance with that Act.
- I'm aware that I can request the correction of my personal information and that I can contact the Registration Authority if I have questions about the personal information I'm providing.

Name

Signature

Date