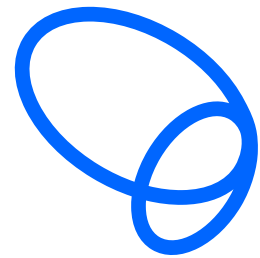


RAISING CONCERNS ABOUT AN ENGINEER SUBMISSION FORM



If you have concerns about an engineer, use this form to let us know your situation. It's our role to make sure the standards for Chartered Professional Engineers (CPEng) and Engineering New Zealand members are upheld.

FIRST STEPS

1. Check our online [Find an engineer](#) tool to see whether the engineer you're concerned about is a Chartered Professional Engineer, on another register administered by Engineering New Zealand, or a member of Engineering New Zealand.
 - If they're not currently registered or a member, and were not at the time of the relevant conduct, Engineering New Zealand has no jurisdiction over them.
 - If they're not currently registered as a Chartered Professional Engineer or a member but they were at the time of the relevant conduct, we can still consider your concerns.
2. Consider whether your concerns are something we can help you with. We can help you resolve concerns about:
 - ☒ the quality of an engineer's work
 - ☒ an engineer's conduct and behaviour.We can't help you resolve:
 - ☐ commercial or contractual disputes
 - ☐ fees and payment disputes
 - ☐ employment disputes
 - ☐ concerns about an organisation – we can only look at individuals.We can't help you achieve compensation or reparation and we can't order an engineer to undertake specific action in relation to a project.
3. Raise your concerns directly with the engineer first. Raising a concern with Engineering New Zealand is the last resort, not the first. If you have not attempted to resolve the matter with the engineer directly first, before raising it with us, we may refuse to accept your concern.

WHAT'S NEXT?

If you have tried but have been unable to resolve your concerns directly with the engineer, your next step is to get in touch with us to discuss your concerns. Use this form to give us all the information we need to review your concerns. You can either email it to concerns@engineeringnz.org or post to:

Enquiries and Concerns
Engineering New Zealand
PO Box 12 241
Wellington 6144

If you need help completing this form, or if you have any questions about how we use your information, give us a call on 04 460 3571.

Before filing your concern with us, please ensure you have any pending evidence in hand first (eg engineering reports that help prove your concern). We may refuse or close a concern that is based on evidence you have yet to obtain. There is no specific time limit on raising a concern, so take the time to obtain that evidence before officially lodging your concern.

Once we've assessed your concern, we'll talk with the engineer and ask for a response. For this reason, it is important that you feel comfortable with your concern being shared with the engineer at the time you raise your concern with us. If you do not want to share your concern with the engineer but still file this concern form, your concern will be dismissed. Engineering New Zealand is committed to the swift processing of complaints and concerns, and we will not leave your concern on file while you consider whether you are comfortable with the concern being shared with the engineer.

If you are unsure about whether you would like to raise a formal concern at this stage, we encourage you to speak with us so we can give you an overview of the complaints process and what raising a concern means for you.

CONFIDENTIALITY

Our concerns and complaints process is confidential to the parties involved. Engineering New Zealand will only share information relating to the complaint in accordance with our Rules and Disciplinary Regulations, and applicable legislation. Parties to the concerns and complaints process must agree to comply with our reasonable directions about confidentiality and name suppression.

YOUR DETAILS

Title

First name

Last name

Company *(if relevant)*

Address

Phone

Email

I'm raising concerns about the engineering services provided to me

I'm raising concerns about engineering services I've observed
or have knowledge about but I'm not a directly affected party

RELEVANT ENGINEER'S DETAILS

Title

First name

Last name

Company *(if relevant)*

Address

Phone

Email

Is the engineer a Chartered Professional Engineer?

Are they a member of Engineering New Zealand?

Are they on another register administered by
Engineering New Zealand?

Were they a Chartered Professional Engineer,
a member, or on another register administered
by Engineering New Zealand, at the time of the
relevant conduct (if so, what were they?)

If you're unsure whether the engineer is a Chartered Professional Engineer, on another Engineering New Zealand-administered register, or a member of Engineering New Zealand, you can search using our online [Find an engineer tool](#).

YOUR CONCERNS

Tell us what happened and what your concerns are, in as much detail as you can give us, including when and where it happened. Please note, we'll provide this information to the engineer you're raising concerns about so they have an opportunity to give us their perspective.

Who else was involved?

How did it impact on you or others?

If the events happened more than two years ago, what prompted you to raise your concerns now?

YOUR CONCERNS CONTINUED

Have you discussed your concerns directly with the engineer involved?

Tell us what happened when you raised your concerns with the engineer

Have you taken, or are you taking, any other steps to resolve your concerns (including legal action)?

If yes, what was/is that action?

WHO ELSE WAS INVOLVED?

Are there other people who can help us with any enquiries we may make? This could be anyone who observed the conduct you are concerned about or who was party to any discussion about it. We may contact these people for further information.

Contact person 1

Name

Phone

Email

Does this person know you are raising concerns with Engineering New Zealand?

How may this person be able to help us?

Contact person 2

Name

Phone

Email

Does this person know you are raising concerns with Engineering New Zealand?

How may this person be able to help us?

Contact person 3

Name

Phone

Email

Does this person know you are raising concerns with Engineering New Zealand?

How may this person be able to help us?

OTHER INFORMATION

Supply any supporting documentation that may help us to resolve your concerns. This might include:

- ☒ Copy of any contract
- ☒ Relevant reports
- ☒ Correspondence
- ☒ Photos
- ☒ Statements from other people involved.

RESOLUTION/OUTCOME

What do you want to achieve by raising these concerns with us and what would resolve this matter for you?

DECLARATION

I agree to all documentation relating to this complaint being shared with the engineer in question and any other parties involved where necessary for the resolution of my concerns.

I have attempted to resolve the matter with the engineer prior to completing this form.

I have all the necessary evidence I had planned to obtain to support and substantiate my concern.

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 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 Engineering New Zealand if I have questions about the personal information I'm providing.

I'm aware that Engineering New Zealand's concerns and complaints process is confidential and agree to comply with reasonable directions from Engineering New Zealand regarding confidentiality and name suppression.

Printed name _____

Signature _____

Date

Send your completed form and any supporting documentation to concerns@engineeringnz.org or post to:

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Engineering New Zealand
PO Box 12 241
Wellington 6144