

A step-by-step guide

The form is designed to give the Membership and Professional Standards Committee an overall picture of your involvement in the engineering industry to date. The Committee will decide on your most appropriate class of membership and, so long as you are active in study, training or practising as a technician, engineer or manager there will be a class appropriate to your experience.

The following notes are a helpful guide when completing the form:

Part 1: Personal details and choice of Professional Sector

Choose your Professional Sector. The Society has three Professional Sectors (PS), IRTE, IPlantE and BES. You must nominate one principal sector to reflect the area in which you work.

Part 2: Covers education and training (you are not required to enter manufacturer or product courses in this section).

School education – the Committee is most interested in Mathematics, English, Physics and General Technology based subjects you studied.

Further and higher education particularly of a technical or engineering nature.

Engineering, transport, plant or general supervisory or management courses you have passed. This could include management subjects.

Vocational qualifications such as NVQ's and SVQ's, irrespective of whether they are for technical or management subjects.

Full time practical training – includes all apprenticeships, and any other form of full-time training.

Part 3: Covers your Record of Continuing Professional Development (CPD).

CPD is part of life-long learning. SOE will accept any formal or informal learning activity as long as it is business-related and that you can demonstrate what you have learnt.

Examples of CPD include the following:

Manufacturer and product courses • On-the-job learning • Private reading and study • In-house conferences, etc • SOE Centre or Regional meetings • Academic studies including vocational qualifications, eg, technical, management, contract law, IT/computing, safety, languages • Professional institutional committee work • Writing of papers and articles • Occasional lecturing • Distance learning • Assisting and supporting others.

Part 4: Covers your work experience. Beginning with your current appointment and working backwards please enter details of all positions you have held. Where job titles may be unclear outside of that organisation please clarify your level and the job responsibility.

Part 5: Covers sponsorship.

Identify two sponsors. Under normal circumstances one of these should be a Corporate Member of the Society.

Corporate Members are Members (MSOE), Fellows (FSOE) or Honorary Fellows (HonFSOE). If you don't know any Members you can find details of your local Honorary Secretary on our website www.soe.org.uk, who will introduce you to potential sponsors; alternatively contact the membership team.

Part 6: Applicant Declaration

Read the SOE Code of Professional Conduct (www.soe.org/codeofconduct) shown on this page. This outlines the standards which members agree to uphold.

Sign the Application Form (along with your sponsors).

Part 7: Complete the Direct Debit Mandate (for overseas members payment by cheque is acceptable – Sterling £20).

Further guidance notes:

1. Please note that if you omit any of the above stages we regret that the form will be returned for completion resulting in a delay in your application.
2. Receipt of application will be acknowledged and most applications are processed within 6-8 weeks, but as the Membership and Professional Standards Committee meets only 5 times a year it can take up to 12 weeks in some instances.
3. You will be notified in writing of the Committee's decision within 2 weeks. If successfully elected, you will then receive a membership pack, certificate and card. If you qualify for registration you will be invited and encouraged to do so in the appropriate section of the National Register of Engineers as a Chartered Engineer (CEng), Incorporated Engineer (IEng) or an Engineering Technician (EngTech). Registration is voluntary and in addition to a joining fee is subject to an annual renewal fee.

Please feel free to contact the Society membership team on 020 7630 6666, or email membership@soe.org.uk if these notes require further clarification.

Code of Professional Conduct

All members of the Society of Operations Engineers shall, by their conduct, uphold the reputation of the profession in applying the specialist discipline of operations engineering in the specification, evaluation, acquisition, commissioning, operation, management, inspection, testing, maintenance, repair, refurbishment, development and disposal of vehicles and fixed, mobile and removable machinery, plant, equipment and systems and all activities related or incidental to any of them.

- They shall conduct all their professional affairs faithfully and honourably, taking into account their responsibilities towards society generally, to enrich their employment and support their fellow workers, fairly and without bias. They shall exercise all reasonable skill and professional care to safeguard the public interest in matters of health, safety and the environment related to their work. They shall assess relevant risks and liability in the course of their work, and if appropriate hold professional indemnity insurance. They shall accept appropriate responsibility for work carried out under their supervision.
- They shall assist in the promotion of fair practices in the improvement of technical, commercial and management skill and industrial relations amongst other operations engineers, and the suppression of malpractice.
- They shall maintain their competence by means of Continuing Professional Development (CPD) and only undertake professional tasks for which they are competent. They shall disclose relevant limitations of competence. They shall encourage others to enter the profession and to advance their learning and competence, and shall accept the obligation of directing the training of others to appropriate standards and in fair practices.
- They shall observe the proper duties of confidentiality owed to appropriate parties and avoid where possible real or perceived conflict of interest and advise affected parties when such conflicts arise. They shall reject bribery.
- They shall notify the Society if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director, and of any significant violation of the Society's Code of Professional Conduct by another member.

Members should be aware of Clause 5(F) of the Memorandum of Association of the Society concerning their responsibility to establish and uphold standards of professional conduct and deter malpractice, and Article of Association 12 regarding expulsion from the Society should they be deemed, for any cause, to be undesirable for membership.