



**ARCHITECTS AND QUANTITY SURVEYORS
EXAMINATION BOARD OF KENYA**

P.O. Box 40866 Nairobi.

Contents

**Rules and
Regulations, Syllabus
Guidelines & Log
sheet.**

For Quantity Surveyors

ARCHITECTS AND QUANTITY SURVEYORS EDUCATION BOARD OF KENYA

ARCHITECTS AND QUANTITY SURVEYORS EDUCATION BOARD OF KENYA: RULES &

REGULATIONS:

Section 7 & 8 of the Architects and Quantity Surveyors Act, Cap. 525, Laws of Kenya, provide as follows;

Section 7:

No person shall be registered as an architect unless he-

- a) has attained the age of twenty-one years; and
- b) either:-
 - i) has had a minimum of five years of approved training followed by at least one year of practical experience in the work of an architect to the satisfaction of the Board, and has passed a prescribed examination; or
 - ii) has been admitted as a corporate member of an approved professional institution whose qualifications for such admission are not less than those set out in sub paragraph (i) of this paragraph; and
- c) has had a minimum of one year of professional experience in Kenya to the satisfaction of the Board or has satisfied the Board that he has otherwise acquired an adequate knowledge of Kenya building contract procedures;
- d) has paid the prescribed registration fee

Section 8:

No person shall be registered as a quantity surveyor unless he-

- a) has attained the age of twenty - one years, and
- b) either-
 - (i) has passed a prescribed examination, or
 - (ii) has been admitted as a corporate member of an approved professional institution whose qualifications for such admission include the equivalent of such prescribed examinations, and

- c) has had a minimum of one year of professional experience in Kenya to the satisfaction of the Board or has adequate knowledge of Kenya building contract procedures, and
- d) has paid the prescribed registration fee.

The prescribed examination referred to in sub sections 7 (b) (i) and 8 (b) (I) will conduct by the Architects and Quantity Surveyors Education Board.

The Board of Registration of Architects and Quantity Surveyors is vested with the right to, "formulate, van and carry into effect a scheme and a curriculum for education in architecture and quantity surveying". It is in this context that this issue is released.

The following Regulations shall apply and persons intending to sit these examinations are advised to acquaint themselves with the same.

REGULATIONS

1.00 ELIGIBILITY

Satisfy the requirements of Section 7 or 8 of the Architects and Quantity **Surveyors** Act. (Cap 525); Laws of Kenya

2.00 APPLICATIONS

2.10 Applications from qualified candidates must be received on or before the 15th May in the year the applicant wishes to appear for the examinations.

2.20 Applications must be in the prescribed form and must be legible.

2.30 Applications must be accompanied by certified support documents with certified English translation?, where applicable.

3. 00 EXAMINAIJONS FEE

3.10 Examination fees shall be paid by Bankers Cheque at the time of submitting the application.

3.20 After the close of receipt of applications Examinations fees will not be refunded under any circumstances.

3.30 Resitting candidates will pay full Examinations Fees, but if a candidate is resitting one paper the *fees* payable will be on a pro rata basis.

PROFESSIONAL PRACTICE AND PROCEDURE OUTLINE SYLLABUS

I Quantity Surveying Practice

1. Structure of construction industry
2. Work of quantity surveyor
3. Policy
4. Office organisation and management
5. Finance and accounts
6. Quantity surveyor and the laws
7. Computer applications

II Quantity Surveying Employment

1. Partnership
2. Public service
3. Contracting surveying

III Quantity Surveying Procedure

1. Pre-contract cost control
2. Contract procurement
3. Preparation of bills of quantities
4. Receipt of tenders
5. Valuations
6. Final accounts
7. Project management

IV Arbitration

1. The nature of arbitration
2. Arbitration agreements
3. Arbitrators and their arbitration
4. Arbitration and the courts

V Claims

1. Extensions of time and liquidated damage

2. Variations
3. Direct loss/expenses
4. Sub-contract claims
5. Common law claims
6. Preparation and negotiation of claims
7. Quantity surveyors approach to claims
8. Fluctuations

DETAILED SYLLABUS

1. Structure of Construction Industry

Composition of the industry

- Importance of the industry
- Approval and controls
- Clients
- Consultants
- Contracts and sub-contractors
- Statutory authorities
- Suppliers
- Clerk/Inspector of works
- Trade unions
- Bureau of standard
- Building centre
- KABSEC
- JBC

2. Work of quantity surveyor

- Preliminary cost advise and approximate estimating
- Cost planning including investment appraisal, life-cycle costing and value engineering
- Contractual procurement and tendering procedures
- Preparation of contract documentation
- Evaluation of tenders

Q04

Cash flows forecasting, cost appraisal and valuations

- Final accounting and settlement of contractual disputes
- Cost advice during use by the client
- Skills of quantity surveyor (Economic, legal, technological and managerial)
- Types of projects (building, engineering, services, civil engineering, industrial engineer)

- Development appraisal
- Pre-contract cost control
- Taxation planning
- Financial advice
- Contract procurement
- Design and building
- Contract documents (B/Q, schedule rates specification writing, P.C. contract)
- Tender evaluation
- Contra administration
- Disputes, litigation and arbitration
- Valuation for fire insurance
- Fire loss assessment
- Maintenance management
- Dilapidation's
- Representation of contractor/developer
- Reports - Project management
- Future role of quantity surveyors

3. policy

- Source of work
- Expansion if business
- Branch offices
- Time factor
- Work for contractors
- Status of Q.5.
- Corporate image

Q05

- Public relations and marketing
- Advertising
- Practice brochures
- Professional conduct
- Staff
- Working hours
- Contract of employment
- Salaries
- Profit sharing
- Salvation and training

5. Finance and Accounts

- Records of office costs
- Goodwill
- Ration analyses
- Use of computers
- Books of accounts
- Vouchers
- Keeping the books
- Making up annual accounts
- Audit

6. Quantity surveyor and the law

- Quantity surveyor and his client
- Agreement for appointment
- Responsibility for payment of fees
- Amount and method of payment
- Negligence
- Death of Q.5
- Death of construction owner
- The Q.5 and the contract
- Negotiating the contract
- Tenders

Q06

- Errors in tenders and bills
- Variation
- Administering the contract
- Certificates
- Position of sub-contractors
- Claims
- Determination
- Litigation
- Insolvency

7. Computer Applications

- Hardware
- Hardware systems
- Software
- Q.5 applications (cost data, cost planning, valuations etc.)

- Measurement (computerised traditional methods, computer statistical method)
- Valuations
- Cash flow forecasting
- Price adjustment formulae
- Final accounts
- General applications (data bases, electronic office, spreadsheets, word processing, office job costing, information handling)
- Future application (expert systems)
- Impact Q.5. Profession

II

1. Partnership

- Meaning of partnership
- When does partnership exist
- Reasons for partnership
- Selection of partner
- Terms of partnership

Q07

- Associates
- Consultants
- Partnership agreement
- Acts of the partnership
- Limited liability

2. Public Sector

- Scope of public service
- Organisation
- Private practice panels
- Conditions of employment
- Duties
- Building contracts
- Public service as a client
- Compromise with private practice

3. Contracting Quantity Surveying

- Conditions of employment
- Role

- Function (estimating, negotiation, site measurement, financial management, interim payments, sub-contract claims, site costing, final account, contractual matters and design and building)
- Work for sub-contractors
- Education and contractor's Q.5
- Relationships and client's Q.5
- Future prospect

III

Quantity Surveying Practice

1. Pre-contract Cost Control

- Cost plans
- Initial and final estimates

2. Contract Procurement

- Fixed price contracts

Q08

- Fluctuating Contracts

3. Preparation of Bills of Quantities

- Preliminary bills
- Specification
- Elemental bills
- Trade bills

Q09



**ARCHITECTS AND QUANTITY SURVEYORS
EXAMINATION BOARD OF KENYA (AQEBK)**

P.O. Box 40866 Nairobi.

**Quantity Surveyors Professional
Examinations**

PRACTICAL EXPERIENCE LOG BOOK

Name of Candidate

Date issued Log Book Series No.

Q10

NOTES OF THE LOG BOOK

1. All candidates are required to keep a Log Book.
2. The purpose of the Log Book is to enable every candidate to present an analysis of his/her professional experience in a chronological Order based on the entries in the book, which will assist the Board to determine if the Professional experience is adequate and properly balanced . It will also provide an easy reference to any particular aspect of training if need arises.
3. Diary - Candidates should maintain a personal diary of the professional work done on a week-to-week basis. These entries should then be summarised at the end of the month and entered in the Log Book.

Entries in the diary are to be detailed e.g. indicating building type and also element /trade references so that the precise work involved can be identified.

4. The management of the Log Book will be on the basis that the experience received during each month of training is entered in form of days or half days under the area and monthly heading of the analysis sheet. At the end of every three months, it must be signed by the candidate and the supervisor or the person responsible for providing training.
5. The Log Book complete with all entries should be submitted together with Examination application forms at the time of application to sit for professional exams.
6. After scrutiny the Log book will be returned to the candidate and any observations will be given at that time. All candidates will be advised of any major deficiencies in their experience and the form which the remainder should then take. Candidates will then be expected to rectify any gaps in their training accordingly before the professional examinations in September or October.

Failure to observe comments made may result in the candidate being referred in Professional interview. Candidates are reminded that the guidance given at this stage Is restricted to preliminary advice on basic deficiencies inexperience. It must not, therefore be assumed that the experience at that date is of the requisite depth and quality as this can be determined only at the final qualifying examinations. The Board does not of course bear any responsibility for lack of depth or quality of such experience.

7. The Log book is available from the REGISTRAR. BOARD OF REGISTRATION OF ARCHITECTS AND QUANTITY SURVEYORS SECRETARIAT. NAIROBI.

NOTES ON ENTRIES

1. Each section must be signed and officially stamped at the bottom by the employer/supervisor as proof that the applicant has undertaken the training
2. The employer/supervisor must satisfy himself or herself that the training covered under the particular section has been acquired.
3. Applicants are advised that training periods spent in listed areas are to be entered in terms of half days or full days e.g. Area (5) sub-area (a) contractual correspondence - aggregate hours spent writing such letters into half a day based on extracts from personal diary.
4. Under no circumstances should the Log Book be completed in advance or in arrears. The entries in the Log Book should be effected as the training or experience is acquired.
5. Months are numbered 1-24 and not necessarily January to December e.g. if the Log Book was issued in February, entries start in month No. 1.
6. It is mandatory for candidates to have read and understood rules and regulations, syllabus guidelines and have understood how to fill in the log book

NOTES TO EMPLOYER

Please note that this Log Book is the only source of information on the Applicant's depth of knowledge and involvement in the profession, and you are Therefore requested to give as much information as possible when endorsing. It is to the benefit of the profession to give accurate information and you are therefore requested to take the filling of this Log Book seriously.

Details of Employer (s) during the professional experience period

- 1 Present employer
- Employer's Address.....
- Date of commencement.....
- Date of termination (if Appropriate).....
- (2) Employer
- Employer's Address
- Date of commencement
- Date of termination (if appropriate)
- (3) Employer
- Employer's Address
- Date of commencement
- Date of termination (if appropriate)

(If found please return to
at the last address given above or to the BOARD OF REGISRATION OF ARCHITECTS
AND QUANTITTY SURVEYORS SECRETARIAT at the address given on the cover).

INTERIM INSPECTION

I have completed the 12th month of my period of approved experience for the Professional Examinations and I submit herewith my Log Book for preliminary Inspection.

I have given below the address to which the documents should be sent when the Inspection has been carried out.

Date Signature

To be left blank for office use

Date received Date of inspection

Acknowledged by Date returned

NAME
ADDRESS.....
.....
(BLOCK LETTERS PLEASE)

Signed employer/supervisor Date

Name Office stamp



**ARCHITECTS AND QUANTITY SURVEYORS
EXAMINATION BOARD OF KENYA (AQEBK)**

PRACTICAL EXPERIENCE LOG BOOK	
RECORD OF PRACTICAL EXPERIENCE IN QUANTITY SURVEYORS OFFICE (TIME IN HOURS)	
LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Early Advice to Clients

Months	a) Feasibility studies	b)Comparative Design Economies	c)Advice on client contractual arrangement and tender procedures to be followed	d)Undertaking cost in use studies	e)Preparation of feasibility Reports
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Registered Supervising Quantity Surveyor Name	Signature	Date
BORAQS Registration No.		
Employers Name and Stamp Office Location	Signature	Date

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE A QUANTITY SURVEYORS OFFICE, IT SHOULD BE DESCRIBED IN A SEPARATE SHEET.



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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Design Cost Advice and Planning

Months	f)Cost Analysis	g)Preliminary Cost estimates based on the sketch plan	h)Detailed cost Estimates, Checking	i)Preparation of Cost plans elemental etc	j)Preparation of feasibility Reports
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BORAQS Registration No.		
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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Pre-contract Documentation; Preparation and Presentation

Months	k)Approximate Bills of quantities	l)Specifications	m)Schedule of Rates	n)Bills of Quantities	o)Dilapidation Reports for Maintenance Work
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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Tendering and Contractual Arrangements

Months	p)Advising on tender procedures and tender Negotiated or Competitive including short listing	q)Involvement in the inviting of the tenders including preparing tender invitation documents	r)Participating in the opening of tenders	s)Tender checking evaluation and reporting
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Registered Supervising Quantity Surveyor Name	Signature	Date
BORAQS Registration No.		
Employers Name and Stamp	Signature	Date
Office Location		

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LOG SHEET NO.	
LOG BOOK SERIAL NO.	

Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Post Contract Documentation; Preparation and Presentation

Months	a)Initiation of contractual Correspondence	b)Preparation of Projects cash flow	c)Preparation of interim Valuations	d)Preparation of financial Appraisals	e)Examination of Final accounts for the nominated Sub-Contractors
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BORAQS Registration No.		
Employers Name and Stamp Office Location	Signature	Date

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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Post contract Services

Months	f)Dealing with Sub-contractors correspondence	j)Attendance of site meetings	k)Evaluation and dealing with claims	l)Preparation of and Agreeing final accounts
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BORAQS Registration No.		
Employers Name and Stamp	Signature	Date
Office Location		

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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Involvement in Arbitration Process in the following aspects

Months	a)In reference as an arbitrator	b)In Preparing statement of claim	c)In Preparing statement of Defence	d)In Preparing a report on value of work done, defective etc	e)As an Expert witness	f)As an assistant	g)Attended hearing
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Registered Supervising Quantity Surveyor Name	Signature	Date
BORAQS Registration No.		
Employers Name and Stamp Office Location	Signature	Date

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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

RESEARCH

Months	a) Professional Paper Presentations (attach certified copies)	b) Professional Papers Published	c) Other	d) Other	e) Other
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Registered Supervising Architect Name	Signature	Date
BORAQS Registration No.		
Employers Name	Signature	Date
Office Location		

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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Professional Development (CPD'S) (Attach Certified Details)

Months	a) Practice and Ethics	b) law of Building Contract	c) Planning and Development	d) construction economics	e) Project Management	f) Marketing	g) Housing	h) Community Participation
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Registered Supervising Quantity Surveyor Name	Signature	Date
BORAQS Registration No.		
Employers Name	Signature	Date
Office Location		

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Candidates Name	University
Employers Name	Address
Description of Project	Location Of Site
Position Held in Team	Period (In Months)

Site Visit Stage

Months	a) Site Meeting	b) Site inspection	c) Minute taking	d) Valuation	e) Site Handover	f) Re-measurements	g) Othesr	h) Others
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Registered Supervising Quantity Surveyor Name BORAQS Registration No.	Signature	Date
Employers Name Office Location	Signature	Date

Any Brief Comments

WHERE OTHER **APPROVED RELEVANT** WORK HAS BEEN CARRIED OUT OUTSIDE A QUANTITY SURVEYOR'S OFFICE, IT SHOULD BE DESCRIBED IN A SEPARATE SHEET.

REPUBLIC OF KENYA
Architects and Quantity Surveyors Education board

Ngong Road
Kenya Building Research Centre
Transcom House Annexe
Ground Floor



P. O. Box 40866 - 00100
Nairobi, Kenya
Tel/Fax: 2728444
Cell: 0726243005
Email: boraqs@gmail.com
www.boraqs.or.ke

DECLARATION FORM

I.....

Index No.....ID NO.....

hereby declare that the work I have submitted to the Board of Registration of Architects and Quantity Surveyors of Kenya as part of my Professional Examinations for the Year.....is a true record of the work done by me under the guidance of the following Registered persons

Name	Registration No.	Signature
.....
.....
.....
.....
.....

Candidates Signature.....