



**Rules of Control and Inspection on the Engineering Professions Law and
the Executive Regulations thereof**

Promulgated by the Board of Directors' Resolution No. 8/8/6/40 on 11/03/2019 AD

Rules of Control and Inspection

Article I:

The following terms and expressions, wherever mentioned in the Rules hereof, shall have the meanings ascribed thereto unless the context requires otherwise.

The “Law”: The Engineering Professions Law promulgated by the Royal Decree No. (M/36) on 19/04/1438 AH.

The “Regulations”: The Executive Regulations of the Engineering Professions Law promulgated by the Ministerial Resolution No. 38315 on 12/07/1439 AH.

The “Ministry”: Ministry of Commerce and Investment (MCI).

The “Minister”: Minister of Commerce and Investment.

The “Council”: Saudi Council of Engineers (SCE).

The “Consideration Committee”: The committee or committees formed by the Minister of Commerce and Investment for considering professional violations and imposing appropriate penalties thereon.

Control and Inspection: Conducting field visits and tours to ensure compliance with the regulatory and technical procedures of the Engineering Professions Law and the Executive Regulations thereon.

Control Officer: SCE’s employee named under a decision of the Minister, who shall be concerned with monitoring the application of the Law and controlling the violations.

The “Violations”: The practices that violate the provisions of the Law and the Executive Regulations thereof as well as the approved Classification of Violations Guide.

The “Violator”: Any natural or legal person who commits a violation or a crime punishable by Law and the Executive Regulations thereof.

The “Violations Guide”: The Violations and Penalties Classification Guide issued by the Committee on consideration of professional violations and approved by the Minister.

The Facility or Entity: Each legal entity carrying out engineering works according to the Law and the Executive Regulations thereof.

The “Professional”: The natural person engaged in the engineering profession and accredited by SCE.

Article II: General Objectives of Control and Inspection:

1. Regulating the engineering professions and upgrading the quality and outputs of the engineering work in the Kingdom.
2. Protecting the engineering professionals from intruders and violators of the profession.
3. Raising public awareness among the community and professionals and abiding by the professional ethics.
4. Monitoring the application of the provisions of the Law and the Executive Regulations thereof.

Article III: SCE’s Supervisory Functions and Responsibilities:

1. Studying, preparing, and developing regulations, rules, policies, manuals, and procedures for monitoring, inspecting, and violations, enforcing the regulations, and following up on implementation of the same.
2. Conducting periodic (scheduled or sudden) inspection visits, whenever necessary, so as to ensure that the entities and professionals comply with the laws, regulations, and requirements of the Law.
3. Monitoring the violations and enforcing the application of penalties to violating entities/individuals.
4. Implementation and follow-up of administrative decisions or procedures that have been made against violating entities or individuals.
5. Receiving and following up complaints and reports concerning professional violations as well as investigation of the same.
6. Coordinating with the relevant government and security entities and regulating joint inspection and control visits.

Article IV: Code of Functional Conduct of Control Officers:

1. The Control Officer shall be strictly neutral, fair, honest, and transparent.
2. The Control Officer shall have no direct or indirect connection with the individuals or entities s/he is inspecting.

3. Any complaint or violation against any party or professional shall be treated with strict confidentiality by the Control Officer and in a professional manner.
4. The Control Officer shall not disclose a secret know thereto by virtue of his/her work, even after s/he leaves work.
5. The control and inspection operations shall not be based on personal or hostile interests with those inspected thereby.

Article V: Types of Control and Inspection Visits:

General Visit: The visit in which the inspection is general in order to ensure compliance with the laws and regulations.

Special Visit: The visit performed for special purposes, as the case may be, such as reviewing specific regulatory requirements or procedures, or verification of specific complaints.

Joint Visit: The visit performed in coordination and participation with the relevant government and security entities.

Follow-up Visits: The visit performed after a previous one for ensuring the correction of violations and observations that have been made and monitored previously.

Article VI: Control Officer's Tasks:

1. The Control Officer shall visit the facility and introduce himself/herself through showing his/her ID during the visit.
2. The Control Officer shall carry out routine follow-up and monitoring activities and shall monitor any activities violating SCE's laws and regulations
3. The Control Officer shall be responsible for verifying on the ground the application of the regulations, rules, requirements, decisions, and circulars issued by SCE.
4. The Control Officer shall collect information and evidence, support his/her work with the required and sufficient documents, record the data, and make recommendations and documents, if any.
5. The Control Officer shall use the appropriate means and methods to complete the process of inspection, control, and evidencing violations, if any.

6. The Control Officer shall document and verify the violations in accordance with the provisions of the Law and the Executive Regulations thereof and according to the procedures and models approved by SCE.
7. The Control Officer shall provide the violating parties and individuals with corrective measures necessary to remedy the violation.
8. The Control Officer shall observe good documentation while preparing the records, documents, and reports of the inspection and control.
9. The Control Officer shall coordinate with the government and security authorities participating in the inspection campaigns, if required, in accordance with the regulations and procedures in place at SCE.
10. The Control Officer shall be obliged to wear safety equipment during inspection visits to hazardous sites.
11. The Control Officer shall ensure that SCE is properly represented as required during the inspection and control, and shall comply with the policies and decisions issued in this regard.
12. The Control Officer shall execute closure or suspension orders for violating entities and professionals.
13. The Control Officer shall follow up on the commitment of violating entities and professionals to correcting the violations previously observed.

Article VII: The Control and Inspection Procedures:

1. SCE shall issue an ID to the Control Officer, including his/her name and data.
2. The control and inspection shall take place during the official working hours of SCE within scheduled field work teams. However, control and inspection works can be made outside the said hours depending on the work requirements and conditions.
3. The Control Officer shall comply with the directives, laws, and regulations issued by SCE.
4. The Control Officer shall exercise due diligence, honesty, and accuracy in the performance of his/her duties. S/he shall base his/her observations on what s/he sees and refrain from making any observations or information which s/he does not know enough about.
5. The Control Officer shall record and control the violations and prepare the necessary records in accordance with the approved Violations Guides, and then refer the said to the competent department.

6. The Control Officer may inspect or request any information so as to verify proper application of the laws and regulations, and the professionals or entities shall provide all facilities to enable him/her to perform his/her duties.
7. The Control Officer may inquire from the Employer, or his/her representative, about any matter pertaining to the inspection and control process, and within the limits of the provisions/objectives of the Law.
8. The Control Officer may review and obtain copies of the records and documents related to the inspection.
9. The Control Officer may use the competent security authorities after coordination with SCE, if necessary.

Article IX: General Provisions:

1. The engineering entities and professionals shall comply with all the laws, regulations, requirements, and procedures of the Profession Law and the Executive Regulations thereof, as well as the amendments and updates thereto.
2. The entity or professional shall allow the Control Officer to inspect in accordance with the provisions/objectives of the Law and not to obstruct him/her from performing his/her functions and responsibilities, even if the inspection is without prior notice.
3. SCE shall provide the control and inspection forms and procedures, and shall specify the necessary instructions on how to use and maintain the same.
4. In the event of lack of approved forms/copies of the control minutes, the Control Officer may use any possible means for proving the violation, as long as the delay in controlling the case may lead to concealment or alteration of the violation.