



# THE NIGERIAN INSTITUTE OF BUILDING

(Statutorily Backed by Act CAP,B13 LFN, 2004)

## NATIONAL SECRETARIAT

APDC Capital Estate, Opp. Brick City,  
By Mopol Barracks, Kubwa Expressway,  
Kaba District, Abuja.

[Tel:+234\(0\)808 924 8789](tel:+234(0)8089248789), (0) 809 878 1893

E-mail: [niob\\_nat@yahoo.com](mailto:niob_nat@yahoo.com) Website: [www.niobnat.org.ng](http://www.niobnat.org.ng)

## TEST OF PROFESSIONAL COMPETENCE LOG BOOK

CANDIDATE'S NAME: \_\_\_\_\_

MEMBERSHIP NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_

## NOTES

1. The purpose of the Log Book is to enable every candidate to present an analysis of his professional experience in a chronological order based on entries in his Diaries, which will assist the assessors determine if his professional experience is adequate and properly balanced. It will also provide an easy reference to any particular aspect of the training as set out in the Diary.
2. The Log Book comprises Analysis of Diary Sheets covering 24 months of General Practice. On receipt of this book every candidate is required to complete the basic details required on the cover and on page 3.
3. The Log Book must be submitted to the Institute or its accredited area representative for interim scrutiny on completion of 24 months of approved experience before sending the Log Book for this inspection, it is important that page 4 headed "Interim Inspection" is properly completed.
4. On completion of the 24TH Month, the time spent on each area must be added both vertical and horizontally on the Analysis of Diary Sheet. The Log Book must then be submitted with the Diary and formal application for the Test of Professional Competence (from TPC).
5. Before complying with paragraph four (4) the analysis sheet covering the last period of approved training must be detached from the Log Book, and retain for completion and submission with the last section of the Dairy.
6. Procedure for filling the log book:  
Summarize major activities carried out in site for 4 weeks on each page of logbook with Date for period of 2yrs.
7. Candidate should attach a letter from Employer/Supervisor stating the candidates performance in project site.
8. The professional competence test (Log Book) must be supervised by an eligible CORBON registered member to be assign to candidates.
9. The Log Book should be spiral binded before submission.

**Details of Employer(s) during 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 NIOB at the address given on the cover).**

## INTERIM INSPECTION

I have completed the month 24<sup>th</sup> of my period of approved experience for the Test of Professional Competence 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**

If undelivered please return to the Secretary,  
**THE NIGERIAN INSTITUTE OF BUILDING  
NATIONAL SECRETARIAT**  
APDC Capital Estate, Opp. Brick City, By Mopol Barracks,  
Kubwa Expressway, Kaba District, Abuja.  
Tel: +234(0) 808 924 8789, 809 878 1893,  
E-mail: [niob\\_nat@yahoo.com](mailto:niob_nat@yahoo.com) Website: [www.niobnat.org.ng](http://www.niobnat.org.ng)

**APENDIX C**

**FOUR WEEKLY ANALYSIS OF WORKS AND ASSESSMENT OF EXPERIENCE**

**PERIOD NO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TO:** \_\_\_\_\_

<b>DATE</b>	<b>NATURE OF PROFESSIONAL WORK CARRIED OUT</b>
<b>WEEK 1</b>	
<b>WEEK 2</b>	
<b>WEEK 3</b>	
<b>WEEK 4</b>	

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**CANDIDATE'S NAME/SIGNATURE**

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**MENTOR'S NAME, SIGN/CORBON NO.**

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**EMPLOYER'S SIGNATURE  
WITH OFFICIAL STAMP AND DATE**

# SKETCHES, TABLES, ILLUSTRATIONS

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## SKETCHES, TABLES, ILLUSTRATIONS



**CANDIDATES'S NAME:** \_\_\_\_\_

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**OBSERVATION BY SCRUTINY COMMITTEE**

**INTERIM INSPECTION/REPORT**

**OFFICIAL STAMP:** \_\_\_\_\_

**1. INITIALS AND DATE:** \_\_\_\_\_

**2. INITIALS AND DATE:** \_\_\_\_\_

**3. INITIALS AND DATE:** \_\_\_\_\_

**CANDIDATES'S NAME:** \_\_\_\_\_

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**OBSERVATION BY SCRUTINY COMMITTEE**

**FINAL ASSESSMENT**

**OFFICIAL STAMP:** \_\_\_\_\_

**INITIALS OF PANELS:** \_\_\_\_\_

**AND DATE:** \_\_\_\_\_

**APPENDIX B**  
**SUMMARY OF WEEKLY ANALYSIS OF WORK AND ASSESSMENT OF EXPERIENCE**  
**(DIARY)**

**NAME:** -----**SEX:**-----

**IN BLOCK LETTERS**

**CHAPTER**-----

	<b>PROFESSIONAL ACTIVITY</b>	<b>DURATION OF ACTIVITY (WEEKS)</b>	<b>ACTIVITY AS % OF TOTAL DURATION</b>
<b>A</b>	<b>CORE PRACTICE</b>		
<b>1.</b>	<b>Advice to Clients</b>		
	<b>Project Feasibility &amp; Viability Report</b>		
	<b>Site Selection/Soil Investigation</b>		
	<b>Testing of Building Materials</b>		
	<b>Buildability &amp; Maintainability Analysis of Drawing &amp; Specifications</b>		
	<b>Re-design and Alteration of Building Works</b>		
	<b>Building Condition Survey/Report</b>		
	<b>Preliminary Building Cost &amp; Time Estimate</b>		
<b>2.</b>	<b>Pre-contract Planning</b>		
	<b>Appraisal of Production Information (Design, BOQ, Specifications and Schedules)</b>		
	<b>Data Processing</b>		
	<b>Tendering for Projects</b>		
	<b>Tender Appraisals &amp; Selection of Contractor(s)</b>		
	<b>Procurement Process &amp; Procedure</b>		
	<b>Statutory Planning Approvals</b>		
<b>3.</b>	<b>Site Production Planning</b>		
	<b>Construction Program Plan</b>		
	<b>Quality Management Plan</b>		
	<b>Health &amp; Safety Plan</b>		
	<b>Setting Out</b>		
	<b>Labour Schedule(s)</b>		
	<b>Plant &amp; Equipment Schedule(s)</b>		
	<b>Material Schedule(s)</b>		
	<b>Information Requirement Schedule(s)</b>		
	<b>Construction Methodology</b>		

	<b>Early Warning System Chart</b>		
	<b>Preparation of Claim(s)</b>		
	<b>Project Site Meeting Report</b>		
<b>4.</b>	<b>Cost/Value Reconciliation</b>		
	<b>Preparation of Final Statement of Accounts</b>		
	<b>Certificate of Habitation</b>		
	<b>Project Commissioning/Hand Over</b>		
	<b>SUB -TOTAL (40)</b>		
<b>B</b>	<b>PROFESSIONAL ACTIVITY</b>	<b>DURATION OF ACTIVITY (WEEKS)</b>	<b>ACTIVITY AS % OF TOTAL DURATION</b>
<b>5.</b>	<b>SPECIALIZATIONS</b>		
	<b>Project Management</b>		
	<b>Building Condition Surveying</b>		
	<b>Estimating</b>		
	<b>Building Maintenance Works</b>		
	<b>Building Designs/Structures/Services</b>		
	<b>Facilities Management</b>		
	<b>Supervision of subcontractor(s)</b>		
	<b>Research &amp; Development</b>		
	<b>Office Management</b>		
	<b>Military &amp; Paramilitary Services</b>		
	<b>Teaching &amp; Research</b>		
	<b>Production of Building Materials &amp; Component</b>		
	<b>Others</b>		
	<b>SUB TOTAL (60)</b>		
	<b>TOTAL</b>		<b>100</b>

**LOG BOOK/DIARY - 30 MARKS**

**ASSESSMENT OF DIARY (10)**

**NO OF ACTIVITIES (WEEKS)**

**MARKS**

0	—————>	0
1-19	—————>	3
20-29	—————>	6
30-39	—————>	9
40-49	—————>	12
50-59	—————>	15
60-69	—————>	18
70-79	—————>	21
80-89	—————>	24
90-99	—————>	27
100	—————>	30

**NOTE: The Technical report must be supervised by an eligible CORBON Registered member**