

Society of Façade Engineering

Requirements for Technical Reports

15 October 2025

When applying for admission to Member grade or above via the 'Experience' route, the candidate must submit a Technical Report to substantiate their experience.

The Technical Report should demonstrate how the applicant's experience has been of benefit to the facade engineering aspects of a project. It should be between 3,000 and 5,000 words in length and should ideally be illustrated with photographs, sketches, diagrams, and drawings. Ideally the Report should concentrate on one major project and may describe a candidate's design activities, a forensic and remediation project, or a research project. However, where it is not possible to illustrate sufficient experience on a single project, several projects may be included.

Guidance notes for writing a Technical Report:

- The candidate should clearly demonstrate how key competencies identified in their Scope of Experience tick list have been demonstrated by their activities on the project(s) (i.e. focussing on areas where they have scored themselves highly).
- It must explain what the candidate personally did on the project(s) and the decisions they took, their role within the project team and their interaction with other professionals in ensuring technical quality
- The report may focus on procurement, contracts and commercial considerations, demonstrating the candidate's ability to deliver sound technical advice to meet their client's commercial context or business needs
- Pre-existing project reports authored by the candidate may be accepted, but if such reports are submitted the candidate must prepare a brief covering report describing the relevance of each report and how they demonstrate the level of experience stated in the Scope of Experience form. Such a report shall be compiled as a single PDF.

The Technical Report shall be countersigned as having been reviewed and endorsed by the candidate's proposer as being the candidate's work.

The Membership Review Panel may contact the candidate in order to make further enquiries.

If you have any questions, please contact sfe@cibse.org.