



COMPLAINTS AGAINST REGISTERED PROFESSIONAL ENGINEER (CHECKLIST)

Section 37 – *Professional Engineers Act 2002 (Act)*

Approved 23 July 2021

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This self assessment checklist may be used as a guide to completing the Form 6 – Complaint (**Complaint Form**).

The following questions should be used as a guide to help you determine whether or not your complaint is a valid complaint under the Act.

SELF ASSESSMENT CHECKLIST	
Have you completed the Form 6 – Complaint? <i>Your complaint will be invalid if not in the approved form (Form 6 – Complaint)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have all supporting documents relevant to your complaint to the Board (eg. contracts of engagement, designs, certified forms etc.)? <i>You should gather all relevant documents before you submit your complaint. You may be contacted by the Board to provide additional documents if they are not submitted with the complaint in the first instance which may result in delay in processing your complaint.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your complaint in relation to a registered professional engineer of Queensland (RPEQ) or an unregistered person who you think has provided professional engineering services?	<input type="checkbox"/> RPEQ <input type="checkbox"/> Unregistered person
Are you a person who is aggrieved by the conduct of the person you are complaining about? Has the conduct had a material adverse effect on you? <i>If you are not an aggrieved person, your complaint may not be valid. Please see section 37 of the Act for what constitutes a proper complaint.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your complaint in relation to the provision of 'professional engineering services' (as the term is defined in schedule 2 of the Act) by either a RPEQ or an unregistered person? <i>If your complaint is in relation to conduct other than that in provision of a professional engineering service, it is not a valid complaint. Please refer to the Board's Practice Note 4.4(1A) which is available on the Board's website.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your complaint involve criminal activity? <i>If your complaint involves criminal activity, you should contact the Queensland Police Service if you have not already done so.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

You may be contacted by the Board to discuss your complaint or the information you provide in support of your complaint.