RULES FOR SCORING APPLICANTS FOR LISTING ON THE EPA NATIONAL ADJUDICATORS' LIST

A PROFESSIONAL

A.1 Registration with Professional Council or Institute

This is part of the minimum criteria and must be fulfilled by all Applicants. The Applicant must be registered as Professional Engineer, Incorporated Engineer, Architect, Quantity Surveyor or Legal Practitioner with the relevant professional council or institute. Proof: Academic education certificate and professional registration certificate. Full credits scored: 6

A.2 8 yrs experience after registration

This is part of the minimum criteria that must be fulfilled by Applicants for being listed as Adjudicator or Senior Adjudicator. Eight years of occupation in the field of registration as required under A.1. Proof: Applicant's curriculum vitae. Full credits scored: 5

A.3 Each year after 8 yrs after registration

Each year of occupation in the field of registration as required under A.1 and A.2 above, counted from the 9th year. 0.5 credits scored per year. Maximum credits: 6

A.4 Qualification in ARBITRATION

Proof: Qualification certificate. 4 credits scored for a diploma or 2 for a certificate in arbitration.

A.5 Registered as ARBITRATOR with a professional body

Proof: Registration certificate.

B ADJUDICATION/CONTRACT EXPERIENCE

B.1 Each adjudicator course attended (except as scored elsewhere)

Proof: Certificate. 3 credits scored per individual course attended.

B.2 Each course in construction contract law attended (except as scored elsewhere)

This need not be FIDIC courses specifically, but could include other forms of construction contract such as NEC, GCC etc. Proof: Certificate. Credits scored per individual course.

B.3 Each FIDIC accredited adjudicator / dispute resolution course attended (except as scored elsewhere)

FIDIC offers courses in adjudication and dispute resolution directly. Proof: Certificate. Credits scored per individual course.

B.4 Listing on the FIDIC President's List

To become listed on the FIDIC President's List generally requires that a FIDIC accredited adjudicator workshop be attended. Proof: Listing on the FIDIC President's Adjudicator list.

B.5 Each year acting as 'the Engineer' on Contracts (appointed/named)

Proof: Letter of (named) appointment, or the relevant pages of the construction contract. Only years where such duties were executed for more than 9 months of that year are to be counted; e.g. if there were two contracts of 6 months each, only 1 year will be counted. 1 credit per such year scored.

B.6 Each year acting as 'the Engineer's Representative' (delegated)

Proof: Delegation by Engineer or otherwise. Only years where such duties were executed for more than 9 months of that year are to be counted; e.g. if there were two contracts of 6 months each, only 1 year will be counted. 1 credit per such year scored.

B.7 Each year acting as Contractor's Representative

Proof: Appointment as Site Agent or Contractor's Representative / Contract Manager on contracts of value exceeding N$2.0 million. Only years where such duties were executed for more than 9 months of that year are to be counted; e.g. if there were two contracts of 6 months each, only 1 year will be counted. 1 credit per such year scored.

B.8 Each year being appointed as Adjudicator (DAB Agreement)

Proof: Tri-partite agreement. 2 credits scored per such year.

B.9 Each Adjudicator's decision

Only decisions taken as the appointed adjudicator on the relevant contract will be counted. Proof: Reference to each relevant decision, the parties, and date of the decision. 1 credit scored per decision.

B.10 Each position paper prepared on behalf of disputing party

Only position papers prepared on behalf of one of the parties in adjudication, mediation or arbitration cases will be counted. The mere handling of contractor's or employer's claims, for example, does not qualify. Proof: Reference to the relevant decision, the parties, and date of the decision, as well as the party represented. 1 credit scored per decision.

C GENERAL APPLICATION REQUIREMENTS

C.1 Form of Application

1. The Applicant must submit a completed application on the EPA-NAL application form, in electronic form only. It is the Applicant's responsibility to fill in his or her own assessment of the score earned under each item, in accordance with the above rules for scoring. An incomplete application may be referred back to the Applicant, and could result in missing the closing date for applications.
2. NAL-registered adjudicators applying for an upgrade of their registration need only enter the additional scores claimed, over and above those scores that have previously been awarded by the NAL Evaluation Committee. A registered adjudicator may request the NAL Registrar to provide a copy of his or her previous scores as awarded by the Committee.

C.2 Documentary Proof

1. The required proof is briefly indicated in the description of each item under parts A and B above. Regarding such proof, the Applicant should carefully take note of the following:
2. NAL-registered adjudicators applying for an upgrade of their registration need only submit additional proof for the additional points claimed. Please note that an updated CV should always be submitted.
3. In the case of educational and professional registration certificates, only certificates issued by accredited or otherwise recognised institutions will be accepted.
4. In the case of courses, only course certificates issued by accredited or otherwise recognised training institutions will be accepted. Only courses with materially different content will be scored individually – no score will be awarded for a repetition of courses.
5. In the case of all required proof, the applicable documents must be submitted together with the application in electronic format only. It is the Applicant's responsibility to scan hardcopies of documents into electronic form as necessary. Electronic documents will be accepted in the following formats: Microsoft Office suite, Adobe PDF, TIF, JPG and TXT.
6. Whilst documents submitted in accordance with the above instructions will be accepted by the NAL Evaluation Committee for the purpose of evaluating an application, the EPA and the Committee nevertheless reserve the right to subsequently require the Applicant to submit an original, certified, or signed hardcopy, as the case may be, of any document for verification purposes.

C.3 Submission of Applications

Applications must be submitted fully in electronic form, as specified above, either by email or hand-delivery to the NAL Registrar, not later than such closing date and time as may be specified.