

# Technical Report Questionnaire (TRQ) and Interview (TRQI) guidance for applicants

If the outcome of your Technical Biography review is that you now need to complete a Technical Report Questionnaire (TRQ), you will be advised of this by letter. Included in this letter will be an outline of the specific TRQ sections that you are required to complete. Any sections of the TRQ which you are not specifically asked to complete are deemed to be 'met successfully' by the information you provided in your Technical Biography.

You can make a TRQ application via the application portal on the IChemE website (as you did for your Technical Biography). As part of the TRQ phase, you will also be required to attend a Technical Report Questionnaire Interview. Further information about the interview can be found below.

## Completing the TRQ

The purpose of the TRQ is to demonstrate that you have the technical skills, knowledge, and learning equivalent to those attained during study for an accredited chemical engineering degree course. The focus of your responses should be to state the technical principles you followed, and methods of calculation employed.

It should:

- describe the work you completed personally, rather than the management of others to carry out tasks. Where you worked as part of a team, specify what your contribution was to the overall activity;
- avoid lengthy descriptions of manufacturing processes, equipment, and the like. Your responses should be written in the first person, eg "I designed...", "I calculated...", "I was responsible for..." etc.

When completing the TRQ, you will only complete the numbered sections identified by the reviewers. To show how you meet these criteria, you should provide details which draw from your qualifications and/or experience.

If you believe that one (or more) modules in your academic qualifications meets the requirement:

1. Give the title of the module(s) and, if possible, the university's module code.
2. Where possible, give the university's description of the module's aims (those relevant to the section), otherwise give details of what you learnt from the module relevant to the section concerned.

If you believe that you meet the requirement through professional experience:

1. Indicate the context in which you gained the experience (eg a particular project);
2. Show what you have learned relevant to the specific requirement;
3. Where possible, indicate how you have applied this learning to the other situations relevant to the requirement.

We have provided a suggested word count for each section of the TRQ. However, please bear in mind that although you may need to provide a longer response in some instances, your ability to express yourself succinctly is a key professional skill. Try not to exceed the word count – any TRQ that is 10% or more over the total word count for the total sections required will be returned to you for revision.

As with the Technical Biography, your TRQ will be peer-reviewed by volunteer Individual Case Procedure (ICP) reviewers. If the reviewers agree that your TRQ provides sufficient evidence, you will enter the final stage of the process - the Technical Report Questionnaire Interview (TRQI). Alternatively, if your TRQ does not provide sufficient evidence, you will be given feedback and be asked to update certain sections of your TRQ. You can do this by logging in to the application portal and updating the specified sections which will be made editable for you to do so.

We do provide a [Technical Report Questionnaire preparatory template](#) which you may find useful to compile your TRQ evidence before making your application online, although this is not compulsory. When you're ready to submit your TRQ, you can copy and paste the information from your preparatory form directly into the online application and submit it for review.

You can find example report answers for the Technical Report Questionnaire at [www.icheme.org/trq-example-answers](http://www.icheme.org/trq-example-answers)

## Technical Report Questionnaire Interview (TRQI)

The TRQI is a required part of the TRQ process. The purpose of the interview is to confirm that you meet the educational base requirements for Chartered Engineer (CEng)/Chartered Chemical Engineer or Incorporated Engineer (IEng) by checking that:

- the evidence presented in your TRQ is a true reflection of your experience (ie that you have carried out the activities stated);
- you have the level of knowledge and understanding of the topic(s) covered in the TRQ to meet the threshold required.

The interview will focus on your completed TRQ. All sections of the TRQ which were not required to be completed are deemed to have been 'met successfully', and so these sections will not normally be 'in scope' for the purpose of your interview.

It is intended that you undertake your interview virtually using online teleconference facilities (Microsoft Teams or other appropriate platform). We need to maintain visual and audio contact with you throughout the interview, so you will also require a webcam, speakers and microphone. We will set up the interview once we have confirmed a time and date with you and the ICP reviewers.

For this process you will also need to send us photo ID (eg a scanned copy of the relevant page in your passport or a copy of your driving licence) prior to the date of the scheduled interview, so that your identity can be verified.

Once your Technical Report Questionnaire (TRQ) has been received there will be a maximum period of 18 months for completion of this phase of the ICP process including your TRQ Interview (TRQI). If this phase is not completed within this time or you have not supplied the required information, your application will be removed from the system and you will have to reapply and pay for this phase again.

## Final decision

Following your TRQI, the interviewers will write a report which will go to the ICP Panel for a final decision.

If your interview was successful, you will receive a letter of confirmation which you should retain for future use. Once you are ready, you may then proceed to the next relevant stage of your application.

If your interview was unsuccessful, you will receive a letter to inform you of what options are open to you. An appeal process is available if you have evidence that you have been treated unfairly or that any part of the ICP was not carried out properly.

Version no.	Date issued	Changes
V5.0	January 2024	Updated logo
V4.0	December 2022	Updated wording to reflect changes to application portal.
V3.0	July 2022	V2.0 stated that the TRQI was "a required part of the ICP process". Changed to reflect that TRQI "is a required part of the TRQ process".
V2.0	September 2021	Additional information added following launch of new application portal
V1.0	January 2021	New document