

Title	Guidelines for Applicants at FIIOM Grade
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## Change Record

Version 1	Initial release
Version 2, 3	Additional information on criteria for responsibilities and achievements
Version 3	Additional guidance on giving references for publications

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# 1 Guidelines for completing your form

## 1.1 Your personal and employment details

In Part A, please provide personal and employment details. This information will be handled in accordance with the Privacy Policy given in Section 7 of the Members' Handbook. If you have any questions about the Privacy Policy, please refer these by email to [admin@theiiom.org](mailto:admin@theiiom.org)

## 1.2 Your education – complete as applicable

In Part B, you must give details of all further and higher academic qualifications and any formally assessed work-based learning such as the AllIOM Short Course in Obsolescence Management.

## 1.3 Your responsibilities and achievements

In Part C, you should list your career history in chronological order remembering not to leave any gaps.

This part of your application is particularly important, and you need to present your evidence carefully and concisely. Remember that your objective is to 'sell' yourself to the Professional Standards and Membership Committee and provide evidence of your competences.

Detail your main responsibilities and personal contributions rather than a bland job description. You should aim to provide roughly 3,000 characters as it is unlikely that less will adequately demonstrate your relevant experience.

The FIOM grade is the most prestigious level of individual membership awarded only to those who have demonstrated recent significant achievement(s) sustained at high levels for a period of at least five years in engineering, technology or related disciplines relevant to IOM (usually within the last 10 years).

Remember when presenting evidence:

- Keep it personal, i.e., talk about your own achievements, not what the team did. Use terms such as "I managed, designed, constructed, tested, negotiated, presented, implemented, achieved."
- Avoid use of jargon and unnecessary or unexplained abbreviations. Use language that can be understood by someone who is not a specialist in your sector of industry or commerce.
- Use words like "I developed the OM policy" rather than "the OM policy was developed" so that you are clearly stating who did what and you emphasise your own individual role.

Give an extended description of your current role, or the role that is most relevant to the demonstration of your current competence, giving details of your responsibilities together with any relevant metrics. You should aim to be very specific in your examples and if you have held lots of different roles, you should select examples that best illustrate your competence.

The Committee will look for evidence of your specific personal contributions, achievements, and the associated impact in two or more of the nine criteria described below.

### ***Creativity***

Describe the key findings of your independent contributions to original research, including the associated outcomes and impact that have resulted in national and/or international recognition. Include a selection of the following examples that cover at least the full five-year period:

- Published publicly available outputs (as principal author), for example books, book chapters, journal and conference papers. These may include contributions to IOM Members' Meetings, the IOM International Conference, or IOM booklets. Please provide citations such as DOIs or ISBNs which will enable members of the Committee to locate these for review.
- If you have produced documents such as technical reports which cannot be published outside your organization, e.g., for reasons of commercial or military security, please ask your supporters to confirm such details as you are able to provide, e.g., the title, authors, and brief abstract if possible - for example, by means of a statement such as "I confirm that the applicant's list of internal documents and the details provided are accurate".
- Patents granted to you as an individual or on behalf of your employer
- Prestige invitations as conference chair, to organising committees, keynote speakers etc
- Externally awarded research grants and funding as principal investigator
- Number of doctoral students currently managed and graduated
- Staff responsibilities, including the numbers of staff currently and previously managed
- Other Scholarly activities (e.g., visiting professorships, visiting fellowships, doctoral examinations, external examinerships, or end-point assessments for apprenticeships)

### ***Enterprise***

Summarise your personal creation and development of successful business(es) or significant business unit(s) in areas relevant to the IOM, including details of products and services developed and delivered. Include details of:

- Business turnover

- Number of employees
- Funding sources utilised for enterprise life cycle
- Sectors, markets and key customers served
- External acknowledgement and recognition of associated achievements

### ***Innovation***

Describe your personal responsibility for significant technological innovation and achievements in bringing product(s) and/or service(s) to market including:

- Details of your involvement in successful innovative projects
- Details of scale of acknowledgment and media coverage – numbers and timescale of the products or services that you have developed and delivered
- Patents, peer-reviewed papers in learned journals, international conferences and other public output that demonstrate the innovation
- The impact of the innovation on business (includes non-profit) exploitation, utilisation, development of products, services and processes

### ***Insight and Experience***

Show your roles as a consultant, business manager, technical specialist / subject area expert / functional head in fields related to engineering and technology. Please provide:

- Details of the range of clients and geographies served, nationally and internationally (customers, suppliers, governmental etc) - the level of recognition nationally and internationally
- The typical value of personal commissions or budget responsibility in the context of the organisation for which you work
- Details of the level advised within client organisations
- Evidence of the sphere of personal influence within the organisation described
- The business impact, outcomes and consequences of the insights and experience that have been provided

### ***Leadership***

Describe your senior role(s) that sets, directs or significantly influences an organisation's vision, strategic and operational aims. Please include an organisational chart that shows your title and position within your organisation both upwards and downwards, including the number of professional engineers and other professional people that report directly and indirectly to you. Demonstrate how you have shown leadership, for example in the following areas:

- Your sphere of influence in your organisation
- The level at which you represent the organisation externally and internationally
- The extent and nature of your accountability for wider financial and non-financial actions and resources
- Influence on the type and status of corporate or functional standards, policies and procedures – championing professionalism within engineering
- Evidence of resultant achievements and associated significance and business impact
- Role and authority in investigating major accidents/incidents and leading any subsequent corrective actions
- Efforts in originating and completing transformational events
- Personal engagement (coaching/mentoring) of people and groups for effective development, motivation and releasing potential

### *Repute*

Provide evidence of public recognition of standing at national and/or international level which may include one or more of the following:

- National and international awards such as decorations and honours
- Fellowship of the Royal Academy of Engineering or the Royal Society
- Fellowship (or equivalent) of another professional institution (where Fellowship equivalence is demonstrated)
- Honorary degrees in engineering disciplines awarded
- Prizes and awards from IIOm and other professional bodies (student awards are not appropriate)
- Non-executive directorships in engineering related business
- Senior government science and engineering advisory roles – member of a public enquiry team related to engineering issues
- Expert witness in engineering related topics – honorary professorships etc

### ***Responsibility***

Summarise your operational responsibility for significant programs, activities, risks and resources within an organisation (commercial, industrial, government, military or academic). Include an organisational chart that shows your title and your position within your organisation both upwards and downwards, including the number of professional engineers and other professional people that report directly and indirectly to you. Include:

- The size and scope of your budget, and the influence and responsibility held in setting and managing it
- The size and scale of the projects or activities delivered
- Key achievements, their consequences and impact, nationally, internationally and/or globally
- Scope of strategic decision-making responsibilities
- The number, type and professional status of the staff reporting to you directly and indirectly
- Ensuring compliance with national/international legislation, regulation and standards and influencing industry changes

### ***Service***

Describe the impact of your outstanding service as Chair or other senior position on committees at IIOm or other relevant organisations in engineering and technology disciplines such as non-government and government committees, not-for-profit organisations etc:

- This will be service at national and/or international level, although outstanding service with an IIOm Chapter will be considered. Note that committee work should not be the main focus of your paid employment
- Examples of the consequences and outcomes of your committee service
- Leading the setting of national or international engineering standards

### ***Influence and contribution***

Indicate any other activities that demonstrate the expectations for FIIOM not covered by the criteria above. There must be evidence of personal impact but there is no other constraint on the type of activity that might be considered under this criterion. It could include any of the following:

- Any activity that fulfils the wider goals and aims of the IIOm and is of a standard commensurate with the other FIIOM criteria



- Engineering or technology activity which has a significant positive impact on society, humanity or the environment
- Promoting public understanding of engineering and technology, both nationally and internationally
- Encouraging the next generation of engineers, for example through STEM activities within schools
- Exemplary demonstration of IIOm's values and supporting behaviours

#### 1.4 Your organisation chart

In Part D, you should provide an organization chart conforming to the guidance on the Form. It is usual to provide this for your current or most recent employment. Ideally, the level above should indicate at least one of your supporters. Solid lines show direct, dotted show indirect. You may include a second chart from a previous role if this would be helpful, especially if this is the one showing the supporter. If it is easier, you may attach your chart as a separate sheet.

#### 1.5 Your supporters

In Part E, you must identify at least one supporter with direct knowledge of your current role and responsibilities. A second supporter is sometimes useful in covering an earlier role or some professional activity outside of your regular workplace, e.g., you are a member of an IIOm work group, you contribute to a standards committee, or are a visiting academic at a university.

It is your responsibility, as the applicant, to enlist your supporters' co-operation in completing their forms. You should submit your supporters' form alongside your own application form.

#### 1.6 Your declaration

In Part F, you must certify that the information you have provided is true, that in the event of your election as you will abide by the ruling issue of the IIOm International Members' Handbook including any annex for the Chapter to which you are affiliated, and that in your professional life you will comply with the IIOm Code of Conduct.

The IIOm International Board has resolved that the Code of Conduct are applicable to each individual member whether or not they are also Registrants of the UK Engineering Council. The rationale is that everyone should aspire to the same high standards in professional life. The definition of an individual Institute Member is an individual person within the category of Honorary Member, Fellow (FIIOM), Full Member (MIIOM), Associate (AIIOM) or Affiliate.

In the event of a complaint against an individual member, for example in the case of an alleged failure to observe the Members' Handbook or a breach of the Code of Conduct, the Disciplinary Procedure may be invoked. If the breach is proven the sanction available include withdrawal of

the right to use of the postnominals FIIOM with or without removal of the member from the Register of Practitioners.

The ruling issues of the Members' Handbook, Code of Conduct, and Disciplinary Procedure are published on the IOM International website [www.theiiom.org](http://www.theiiom.org). In case of difficulty please request a copy by sending an email to [admin@theiiom.org](mailto:admin@theiiom.org).

## 2 How IOM evaluates your application

Your completed application form should be sent by email to [admin@theiiom.org](mailto:admin@theiiom.org) or by post to

Professional Standards and Membership Committee  
International Institute of Obsolescence Management  
Unit 3, Curo Park  
St Albans  
AL2 2DD  
UK

The Professional Standards and Membership Committee is responsible to, and appointed by, the IOM International Board. The full extent of its responsibilities is described in the Members' Handbook. These responsibilities include the review of applications for election to Fellow grade (FIIOM). The reviews are performed by a sub-committee to which each IOM Chapter is invited to provide at least one delegate.

In a few cases an application may be rejected based on an initial review of the application form, but more usually, the applicant will be invited for interview to clarify and confirm details of their education, career, responsibilities and achievements. After the interview, the application will be referred it to the International Board with a recommendation for election or will be rejected.

In the event that the Committee rejects the application the decision and the basis on which it was made is communicated to the applicant. The applicant has a right of appeal direct to the International Board in the event that they do not accept the Committee's decision. Further advice is available by contacting [admin@theiiom.org](mailto:admin@theiiom.org) should this arise.

The International Board considers recommendations for election at MIIOM and FIIOM as an agenda item at its meetings. The decision on the election of each applicant is recorded in the minutes of the meeting. The Secretariat confirms the election to the applicant and completes the administrative process including collection of payment of fees due.

### 2.1 What the Committee will be looking for

IOM is principally concerned with obsolescence management and related challenges such as counterfeit. The Committee will initially look for evidence that, as an applicant at FIIOM level, you are able to show responsibilities and achievements commensurate with those of a director,

executive, senior manager, business principal, educator or researcher with experience of organizational governance / policy leadership / capability maturity in the areas covered by obsolescence related standards such as IEC 62402:2019, by DMSMS guidebooks such as SD-22 or SD-26, or by sector specific standards where these are used e.g. aerospace, automotive, defence, nuclear. Your organization chart should ideally show your seniority.

Applicants at this level are also expected to show that they are professionally active outside the boundaries of their regular workplace, e.g., they are applying their expertise and experience to make a wider contribution to industry, academia, standards or Government.

It is not essential that applicants for FIOM to demonstrate that they are still directly involved in front line delivery of obsolescence management or related products and services. However, evidence you provide of working at this level in past roles will be strengthen your application because it will demonstrate a range of technical and business competencies.

Obsolescence management is not, however, undertaken in isolation, and the Committee will additionally recognize, and give credit for, responsibilities and achievements in other areas of engineering and in adjacent disciplines such as procurement, commercial, financial and project management. In fact, it is accepted that a meaningful response to the obsolescence and counterfeit challenge depends on a broad-based holistic approach on a cross-discipline basis and FIOM applicants will receive full credit for work in other areas.

There is no minimum requirement for experience since leaving full-time education. However, as a general guideline, most applicants for FIOM with less than five to eight years' experience will not have had sufficient opportunity to assemble evidence of the competencies expected at this grade. The following are examples of the evidence the Committee will look for when they evaluate your application:

- Sufficient background to explain the context in which you made engineering / business decisions such as defining policies and strategy for obsolescence management / anti-counterfeit in your division or line-of-business;
- Examples of how you communicate technical / business information, e.g., obsolescence management policies and strategies, to your direct reports and others responsible for the supporting process, systems, toolsets and facilities;
- Description of a technical investigation, including the gathering of data, identifications of sources and explanation of results; and how you ensured the quality of the data used;
- Investigation based on calculations / use of simulations, prototypes or engineering software that guided your engineering / business decisions;
- Examples of reasoned justification for engineering / business decisions e.g., how data is pulled together, risks are assessed, and decisions are made;

- Examples of how a project outcome was reached and an indication of how technological changes could affect your methods or decisions in future.

FIIOM applicants will typically have a role as a program, divisional, or line-of-business director or senior manager with delegated authority for managing and achieving technical, engineering or business outcomes, e.g., key performance indicators (KPIs) for obsolescence management or business development for a portfolio of projects or a significant proportion of the business. Alternatively, they may be recognized as a technical authority or domain expert both within the organization and externally, e.g., they may publish their research on obsolescence management or counterfeit challenges and attend academic and industrial events to share solutions they have developed, deployed and tested.

You may be managing complex relationships and negotiations with customers, suppliers, and others both within your own organization and externally in order to achieve these outcomes. You may have responsibility for developing strategic solutions across the supply chain, or for leading bid negotiation on through-life support for long-life complex assets or infrastructure.

You may be responsible for workforce capacity and capability, e.g., forward load, recruitment, initial professional development (IPD), and continuing professional development (CPD) at the divisional or line-of-business level.

## 2.2 Arrangements for Membership Interviews

The arrangements for interviews are flexible according to the preferences of the applicants and Committee, and practical factors such as participants' locations. It is envisaged that interviews will often take place by video or phone conference.

## 3 Further advice and support

If you would like advice as to which category of Professional Membership might be appropriate for someone with your education, training and experience you are welcome to request help from a Membership Advisor. Advisors are also to explain or clarify the application process and timeline for both applicants and their supporters. They cannot help applicants or supporters to compile their evidence or complete their forms.

If you would like to take advantage of this service, please contact the International Secretariat to register your request by sending an email message to [admin@theiiom.org](mailto:admin@theiiom.org). The Committee will assign an Advisor who will then get in touch.

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