

# THE HYDROLOGISTS ACT

(No. 19 of 2017)

IN EXERCISE of the powers conferred by Section 35 of the Hydrologists Act, 2017 the Cabinet Secretary for Water, Sanitation and Irrigation, makes the following Regulations —

## THE DRAFT HYDROLOGISTS RULES AND REGULATIONS, 2021

### PART I—PRELIMINARY

#### 1. Citation

These Rules may be cited as the Hydrologists Regulations, 2020.

#### 2. Interpretation

In these Regulations, unless the context otherwise requires—

"**Act**" means the Hydrologists Act, 2017;

"**Academic award**" means any certificate, diploma, degree in Hydrology and/or other qualification recognized by the Board;

"**Annual license**" means a license issued under section 20 of the Act;

"**Board**" means the Hydrologists Registration Board established by this Act;

"**Continuous professional development**" means systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout one's working life;

"**Examination**" means professional training report, professional interview or professional examination or a combination thereof;

"**Graduate hydrologist**" means a recent graduate with less than two years post qualification experience and holding a degree in hydrological sciences from an institution recognized by the Board;

"**Hydraulic Structure**" means any construction or works or anything that can be used to divert, restrict, stop, or otherwise manage the natural flow of water;

"**Hydrological report**" means any written documentation submitted by a registered hydrology professional describing the status of water resources in a particular area, including but not limited to, sources, extent, quantity, quality, hydraulic properties, drainage characteristics, abstractions, and any other pertinent information;

"Hydrological studies" means any activity involving hydrometric measurements, research, survey, investigations, generation of information products to quantify hydrological cycle component processes;

"**Professional award**" means any certificate issued by a hydrology professional body which is recognized

by the Board as furnishing sufficient guarantee of professional experience in hydrology;

**“Registered hydrology professional”** means a member with a valid practicing license issued by the Board;

**"Relevant authority"** means the Hydrologists Registration Board, Hydrological Society of Kenya, or any other Hydrology institution recognized by the Board;

**"Temporary registration”** refers to a hydrologist who has come into the country for purposes of executing hydrology services or works for a defined period of time.

‘Unprofessional conduct’ means activity that is contrary to the accepted to the accepted code of conduct of the hydrology practice.

**“Water course”** means any natural channel or depression in which water flows regularly or intermittently, unless declared not to be a watercourse under the Water Ac, 2016;

**“Water resource”** means any lake, pond, swamp, marsh, stream, watercourse, estuary, aquifer, artesian basin or other body of flowing or standing water, whether above or below the ground, and includes sea water and transboundary waters within the territorial jurisdiction of Kenya;

**“Water resources systems”** means both natural and artificial water resources structures, water sources, conduits, terrain and sub-terrain processes containing water linked to the natural cycle of water; and

**"Works"** means the activity, task, project or other situation where a registered hydrology professional provides professional services.

## **PART II — REGISTRATION OF HYDROLOGISTS**

### **3. Qualifications for Registration**

(1) A person who wishes to be registered as a hydrologist under Section 18 of the Act, and on payment of the prescribed fee, shall—

(a) in the case of a hydrologist —

(i) Submit an application for registration in FORM HRB01 set out in the First Schedule;

(ii) provide original and certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 18(1)(a) of the Act;

(iii) Demonstrate achievement of practical experience in the hydrology field for a period of not less than two years;

(iv) Undertake and pass such professional examinations as specified in the Third Schedule; and

(b) in the case of a hydrological assistant —

(i) submit an application for registration in FORM HRB02 as set out in the First Schedule;

(ii) Provide certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 18 (2) (a) of the Act;

(iii) Demonstrate achievement of practical experience in the field of hydrology for a period of not less than three years of such nature as to satisfy the Board as to his or her competence to practice as a hydrological assistant;

(iv) Undertake and pass such professional examinations as specified in the Third Schedule; and

(c) in the case of a consultant hydrologist —

(i) submit an application for registration in FORM HRB03 set out in the First Schedule;

(ii) Provide original and certified copies of such documents as are necessary to prove qualification for registration under section 18 (3) (a) and (b) of the Act;

(iii) demonstrate the achievement of practical experience for a period of not less than seven consecutive years immediately preceding the application, or such a period as determined by the Board;

(iv) Undertake and pass such professional examinations as specified in the Third Schedule;

(v) Be a member of the Society;

(viii) Provide certified copies of PIN, VAT and valid Tax Compliance Certificates;

(ix) Provide evidence of existence of a bank account in the name of the applicant;

(xi) Satisfy the Board as to his or her having achieved a standard of competence to enable him or her to practice as a consultant hydrologist;

(xii) Undertake and pass a professional interview to satisfy the Board on the applicant's professional competency.

(xiii) Assure the Board by way of signed affidavit that the applicant has not been black listed by any government agency;

(d) in the case of temporary registration –

(i) Submit an application for registration in FORM HRB04 set out in the First Schedule;

(ii) A non-refundable fee as prescribed in Form HRB09 as set out in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e).

(iii) Provide original and certified copies of certificates and such other documents as are necessary to prove qualification for registration under section 19 of the Act;

(iv) Undertake and pass such professional examinations as specified in the Third Schedule;

- (v) Documentary evidence proof that he or she is not ordinarily resident in Kenya;
- (vi) Proof of registration as a professional hydrologist or consultant hydrologist or equivalent from the country where he/she practices hydrology;
- (vii) Proof of previous professional hydrological services rendered or works done and completed in the past three years;
- (viii) a certified copy of a valid practicing license and valid professional membership from the country of origin;
- (ix) provide to the Board documentary evidence of his or her work or employment record prior to entering Kenya, together with details of all hydrological projects and activities that he or she has been involved in for the last two years, and details of contact persons; and
- (x) a letter of recommendation from the employer in Kenya clearly stating the specifics of the project or works or services for which registration is being applied for, and the duration of such project or works or services.
- (xi) The Board may require an applicant to appear before it for the purpose of considering his or her application.
- (xii) The Board may, if it thinks fit, direct that such person that meets all such conditions shall be registered either for a period not exceeding one year or for the duration of any specific work.

(e) in the case of a graduate hydrologist;

- (i) Will submit an application for registration in FORM HRB05 set out in the First Schedule;
- (ii) provide original and certified copies of degree or diploma certificates, and such other documents as are necessary to prove qualification for registration under sub-section (ii) above;
- (iii) will provide original and certified copies of certificates and such other documents as are necessary to prove level of academic qualification;
- (iv) a non-refundable fee as prescribed in Form HRB09 as set out in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e).

#### **4. Application for Annual Practicing License**

(1) A person who wishes to practice as a registered hydrology professional under Section 18 of the Act shall:

- (a) Submit an application for registration in FORM HRB06 as set out in the First Schedule;

- (b) Provide original and certified copies of his or her Registration Certificate;
- (c) pay a non-refundable fee as prescribed in Form HRB09 as set out in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e); and
- (d) Annual practicing fees for each calendar year shall be paid by 31<sup>st</sup> January of that calendar year.
- (e) a graduate hydrologist will not be required to pay for annual practicing license until the Act is amended accordingly.

## **5. Renewal of Annual License**

(1) A person who wishes to renew his or her license shall:

- (a) Submit an application for renewal in FORM HRB07 as set out in the First Schedule, upon payment of the prescribed fees;
- (b) Provide original and certified copy of the previous Registration Certificate; and
- (c) Pay a non-refundable fee as prescribed in Form HRB09 as set out in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e).

(2) Renewal fees for annual practicing license for each calendar year shall be paid by 31<sup>st</sup> January of that calendar year.

## **6. Renewal of Temporary Registration.**

(1) At least three months before the expiry of a temporary registration, a foreign person may submit an application for renewal of temporary registration in the prescribed FORM HRB08 as set out in the First Schedule, upon payment of the prescribed fees.

(2) An application under paragraph (1) shall be accompanied by -

- (a) payment of a non-refundable fee as prescribed in Form HRB09 as set out in the Fourth Schedule or such other fee as may be prescribed by the Cabinet Secretary under section 35(e);
- (b) a copy of the current practicing license issued by the Board;
- (c) an employment contract for the period for which a renewal is sought;
- (d) assurance by way of signed affidavit that the applicant has not been blacklisted by any local government agency, regional or international body recognized by the Board;
- (e) proof of skills transfer to local hydrologists where such requirement formed the basis of registration; and
- (f) the fees prescribed in the Fourth Schedule.

(3) Subject to the provision of sub-section (2) (e) such proof shall consist of client feedback, beneficiary hydrologists reports, signed affidavits or in any such manner as the Board may decide.

(4) Renewal fees for annual practicing license for each calendar year shall be paid by 31st January of that calendar year.

### **PART III – HYDROLOGICAL REPORTS**

#### **7. Signing of Hydrological Reports**

(1) All hydrological reports shall contain the signature of a registered hydrologist or registered consultant hydrologist, as well as official HRB stamp so as to be considered complete.

(2) Any Hydrological report not complying with sub-section (1) will be considered as not valid and shall not be used to implement any hydrological activity or project.

(3) In the case of a Hydrological Report submitted by a Consulting firm, the report will only be considered valid if signed by a registered Hydrologist(s) or registered Consultant Hydrologist(s) employed by the firm, and stamped with the official HRB stamp.

(4) A registered Hydrologist may not sign and stamp a Hydrological Report on behalf of a Consulting firm unless he or she applied for and was granted a license to operate as a Consulting firm.

(5) A registered Hydrologist or registered Consultant Hydrologist can only sign and stamp a Hydrological report on his or her own behalf.

(6) A Graduate Hydrologist will be considered to be under training and practicing under the supervision of a registered hydrologist or consultant hydrologist, and shall not be eligible to sign or stamp or otherwise endorse any hydrological report or assessment either in his or her own private capacity or as a representative of any firm;

(7) Any person who attempts to undertake or implement any hydrological works or activities without a Hydrological Report approved by the Board commits an offence and shall be liable on conviction to the penalties as stipulated in Section 34 of the Act.

### **PART IV – MISCELLANEOUS PROVISIONS**

#### **8. Official Identification Documents**

(1) The Board shall issue to every hydrology professional registered under the Act, official identification documents consisting of:

- (a) Identification (ID) card;
- (b) Hydrologists rubber stamp; and
- (c) Sticker;

(2) Every registered hydrology professional shall carry the practicing identification card issued under section (1) (a) when practicing and produce it upon request and in any case not later than twenty-four hours

after the requirement.

- (3) A practicing identification card issued under sub-section (1) (a) shall be valid for a period of one year.
- (4) A rubber stamp issued under sub-section (1) (b) shall be used for certifying hydrological reports.
- (5) A registered hydrology professional shall sign and date and affix the rubber stamp issued under sub-section (1) (b) on any approval or certification given by the registered hydrology professional.
- (6) A registered hydrology professional who fails to use rubber stamps issued under sub-section 1 (4) and to be used as per paragraph (5) and (6) commits an offence.
- (7) An official rubber stamp issued to a person with temporary registration shall be valid for the period of registration and such validity shall be inscribed on the stamp.
- (8) The rubber stamp issued under subsection (1) (b) will consist of the official HRB logo, date, name, signature, address of the registered hydrology professional and validity period, where applicable.
- (9) The Board shall issue official identification documents to registered hydrology professionals upon payment of the prescribed fee as set out in Form HRB09 in the Fourth Schedule.

## **9. Loss, Destruction or Mutilation of Documents**

- (1) The holder of a certificate of registration or a practicing license or any other document issued by the Board shall notify the Board, as soon as is practicable, of the loss, destruction or mutilation of the certificate of registration or a practicing license or any other document.
- (2) Where a registration certificate or practicing license has been defaced or become obliterated, no duplicate shall be issued unless the original is returned to the Registrar.
- (3) A duplicate of an extract of a registration certificate or practicing license may be issued to applicants upon —
  - (a) Submission of a police loss report and;
  - (b) Payment of the prescribed fees.
- (5) No application for renewal of practicing license or for temporary registration will be approved before any outstanding amounts are first cleared by the applicant.
- (6) Notwithstanding the provisions of subsection (5), the applicant will be required to pay a penalty/reinstatement fees as set out in the Fourth Schedule.

## **10. Official HRB Seal**

- (1) The Board shall obtain and keep an official HRB Seal in its possession.
- (2) The HRB Seal shall be used to stamp the Board's important documents to show that the documents are certified by, and agreed upon by, the Board of Directors.
- (3) The HRB Seal shall be used on documents such as, but not limited to:
  - (i) Registration certificates;
  - (ii) Practicing licenses;
  - (iii) Contracts, agreements, other commitments by the Board;
  - (iv) Official legal documents;
  - (iv) Minutes from Board of Directors' meetings.
- (4) The HRB Seal shall contain the following information:
  - (i) The name of the Board;
  - (ii) Year of incorporation.

## **11. Dishonest practices**

- (1) The Board shall appoint a Complaints and Disciplinary Committee to adjudicate over complaints by and about registered professionals and to institute disciplinary proceedings against any registered hydrologist accused of dishonest practices or unprofessional conduct.

## **12. Exemptions**

- (1) Pursuant to Section 36 of the Act, the Cabinet Secretary may, upon application to the Board, grant exemptions to certain persons, or classes of persons in particular hydrology disciplines or in particular occupations or employment, from having to comply with the provisions of this Act, provided they have:
  - a) at least 25 years of continuous service and contribution to the practice and development of hydrology, either in an individual capacity or in employment in an organization, institution, firm or any such entity recognized by the Board and whose main activities are of a hydrological nature;
  - b) made notable contribution to the practice and development of hydrology, either in an individual capacity or in employment in an organization, institution, firm or any such entity recognized by the Board and whose main activities are not of a hydrological nature;
  - c) Any other qualification, quality or achievement that the Board, in its considered judgment, considers as worthy of granting an exemption.



- (2) The Board shall set appropriate rules to safe guard against misuse in granting of exemptions in 12(1) a, b and c.
- (3) The Board may request such certificates, documents or other information that it considers necessary to inform its decision for exemption.
- (4) The Board shall require that any person or class of persons that it considers for exemption to comply with all other conditions as may be prescribed by these Regulations.
- (5) The Board shall grant exemptions for a period not exceeding 12 months.
- (6) All exemption periods shall expire on the 31<sup>st</sup> December of that particular calendar year in which the exemption was granted.
- (7) Nevertheless, the Board may, with the approval of the Cabinet Secretary and subject to new information or unfolding situations or conditions, and without the need to give reasons, declare any exemption earlier granted to be null and void. The decision of the Board to terminate any exemption will be final.

### **13. Official Titles**

- (1) The official prefixes for registered practitioners will be '*Hyd*'.
- (2) The prefix '*Hyd*' will follow immediately after a registered practitioner's official name.
- (3) A Hydrological Assistant will assume the title 'Hydrologist Assistant' upon registration.
- (4) A Graduate Hydrologist will assume the title 'Graduate Hydrologist' upon registration.
- (5) A Hydrologist with between two to seven (2-7 No.) years' experience in the practice of hydrology or equivalent will assume the title 'Hydrologist' upon registration.
- (6) A Hydrologist with between seven to fifteen (7-15 No.) years' experience in the practice of hydrology or equivalent will assume the title 'Consulting Hydrologist' upon registration.
- (7) A Hydrologist with between fifteen to twenty-five (15 - 25 No.) years' experience in the practice of hydrology or equivalent will assume the title 'Senior Consulting Hydrologist' upon registration.
- (8) A Hydrologist with over twenty-five (25 No.) years' experience in the practice of hydrology or equivalent will assume the title 'Associate Hydrologist' upon registration.
- (9) Notwithstanding the provisions contained in subsections (3)–(8), the Board shall at its own discretion determine who shall be conferred what particular title, despite meeting the minimum condition of number of years of experience in the practice of hydrology or equivalent.
- (10) Notwithstanding the provisions contained in subsections (3)–(8), the Board may at its own discretion confer the title 'Honorary Hydrologist' to any person in recognition to exemplary service and/or benefits conferred on hydrologists and the practice of hydrology in the country.

(11) Any person using the prefix Hyd or any HRB title without the approval of the Board will be guilty of an offence.

#### **14. Fees Charged for Professional Services**

(1) The professional hydrologists registered under the Act shall charge such fees for hydrological services rendered, as shall be determined by the Board from time to time.

#### **15. Hydrological Surveys, Investigations and Reports**

(1) No hydrological survey, investigation, activity, task, project, report or other situation of a hydrological nature or that has potential or actual impact on the hydrology of a site, area or region, will be done, carried out, prepared, undertaken, overseen or written by any person other than a professional hydrologist registered under the Act.

(2) The activities listed in (1) above will not have legal authority to proceed or be implemented until a Hydrological report signed by a registered professional hydrologist is submitted to and approved by the Board.

#### **16. Powers of the Board**

(1) The Board shall have the power to enter and inspect sites and projects where hydrological works including, but not limited to, surveys, investigations, drainage, diversion, abstraction, impoundment, construction, installation, erection, alteration, renovation, maintenance, processing, manufacturing or any works are in progress for the purpose of verifying that:

- (i) professional hydrological services are or were undertaken by registered persons under the Act;
- (ii) standards and professional ethics are adhered to.

(2) The Board shall have the power to order the total or temporary stoppage, cessation or closure of any activity mentioned under (1) above until all conditions relating to preparation and approval of a hydrological report are satisfied.

# SCHEDULES

## FIRST SCHEDULE

FORM HRB01

### HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
HYDROLOGISTS REGISTRATION BOARD  
P. O. BOX 49720-00100  
NGONG ROAD  
MAJI HOUSE  
NAIROBI.

#### APPLICATION FOR REGISTRATION AS A HYDROLOGIST (To Be Completed by the Applicant in Block Letters)

Surname.....

Other Names.....

Title (Dr., Mr., Mrs., Miss) .....

Date of Birth ..... ID/Passport No.....

Gender Male  Female

Any form of disability No  Yes

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualification.....

Discipline.....

Date of registration as a Graduate Hydrologist (if applicable).....

Registration No.....

Name of Employer and Address.....

**EDUCATION:**

University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year

Note: - The application must be accompanied by two coloured passport size photos, original and copies of HSK Membership, Degree certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university attended and the contact person at the institution and the last place of employment.

**SPECIAL QUALIFICATIONS:**

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**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:**

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\*Attach proof of membership.

**EXPERIENCE:**

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

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REFEREES:

1. Name: (Prof. /Dr. /Mr. /Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....
2. Name: (Prof. /Dr. /Mr. /Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....
3. Name: (Prof. /Dr. /Mr. /Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

An applicant's supervisor should be listed as one of the referees. At least two persons named as referees MUST be Registered Hydrologists or Consultant Hydrologists possessing a valid practicing license.

Payments to be made through CHEQUES, BANKER'S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable application fee of Ksh. 15,000 and annual subscription fee of Ksh. 10,000 payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of applicant.....

Date.....

FORM HRB02

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
HYDROLOGISTS REGISTRATION BOARD  
P. O. BOX 49720-00100  
NGONG ROAD  
MAJI HOUSE  
NAIROBI.

APPLICATION FOR REGISTRATION AS A HYDROLOGICAL ASSISTANT  
(To Be Completed by the Applicant in Block Letters)

Surname.....

Other Names.....

Title (Dr., Mr., Mrs., Miss) .....

Date of Birth ..... ID/Passport No.....

Gender Male  Female

Any form of disability No..... Yes.....

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualification.....

Discipline.....

Registration No.....

Name of Employer and Address.....

**EDUCATION:**

University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year

*Note*—The application must be accompanied by two coloured passport size photos, original and copies of HSK Membership, Diploma certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university/college attended and the contact person at the institution and the last place of employment.

**SPECIAL QUALIFICATIONS:**

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**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:**

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\*Attach proof of membership.

**EXPERIENCE:**

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

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**REFEREES:**

1. Name: (Prof./Dr./Mr./Mrs.) .....

Occupation/Title .....

Company/Institution .....

Postal Address .....

Telephone ..... Mobile.....

Fax..... Email Address .....

2. Name: (Prof./Dr./Mr./Mrs.) .....

Occupation/Title .....

Company/Institution .....

Postal Address .....

Telephone ..... Mobile.....

Fax..... Email Address .....

3. Name: (Prof./Dr./Mr./Mrs.) .....

Occupation/Title .....

Company/Institution .....

Postal Address .....

Telephone ..... Mobile.....

Fax..... Email Address .....

An applicant’s supervisor should be listed as one of the referees. At least two persons named as referees MUST be Registered Hydrologists or Consultant Hydrologists possessing a valid practicing license.

Payments to be made through CHEQUES, BANKER’S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable application fee of Ksh. 4,000 and annual subscription fee of Ksh. 2,500 payable to the Hydrologists Registration Board.

2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of applicant.....

Date.....



HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
HYDROLOGISTS REGISTRATION BOARD  
P. O. BOX 49720-00100  
NGONG ROAD  
MAJI HOUSE  
NAIROBI.

APPLICATION FOR REGISTRATION AS A CONSULTANT HYDROLOGIST  
(To Be Completed by the Applicant in Block Letters)

Surname.....

Other Names.....

Title (Dr., Mr., Mrs., Miss) .....

Date of Birth ..... ID/Passport No.....

Gender Male ..... Female.....

Any form of disability No..... Yes.....

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualification.....

Discipline.....

Date of registration as a Professional Hydrologist .....

Registration No.....

Name of Employer and Address.....

**EDUCATION:**

University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year

**Note:** - The application must be accompanied by two coloured passport size photos, original and copies of HSK Membership, Degree certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university attended and the contact person at the institution and the last place of employment.

**SPECIAL QUALIFICATIONS:**

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**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:**

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\*Attach proof of membership.

**EXPERIENCE:**

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

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**REFEREES:**

1. Name: (Prof./Dr./Mr./Mrs.) .....

Occupation/Title .....

Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

2. Name: (Prof./Dr./Mr./Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

3. Name: (Prof./Dr./Mr./Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

An applicant’s supervisor should be listed as one of the referees. At least two persons named as referees MUST be Registered Hydrologists or Consultant Hydrologists possessing a valid practicing license.

Payments to be made through CHEQUES, BANKER’S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable application fee of Ksh. 50,000 and annual subscription fee of Ksh. 25,000 payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of applicant.....

Date.....

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
HYDROLOGISTS REGISTRATION BOARD  
P. O. BOX 49720-00100  
NGONG ROAD  
MAJI HOUSE  
NAIROBI.

APPLICATION FOR TEMPORARY REGISTRATION  
(To Be Completed by the Applicant in Block Letters)

Application for Registration as a Hydrologist  Consultant Hydrologist

Surname.....

Other Names.....

Title (Dr., Mr., Mrs., Miss) .....

Date of Birth ..... ID/Passport No.....

Gender Male ..... Female.....

Any form of disability No..... Yes.....

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualification.....

Discipline.....

Registration No.....

Name of Employer and Address.....

**EDUCATION:**

University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year

*Note:-* The application must be accompanied by two coloured passport size photos, original and copies of HSK Membership, Degree certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university attended and the contact person at the institution and the last place of employment.

**SPECIAL QUALIFICATIONS:**

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**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:**

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\*Attach proof of membership.

**EXPERIENCE:**

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

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**REFEREES:**

1. Name: (Prof./Dr./Mr./Mrs.) .....

Occupation/Title .....

Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

2. Name: (Prof./Dr./Mr./Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

3. Name: (Prof. /Dr. /Mr. /Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

An applicant’s supervisor should be listed as one of the referees. At least two persons named as referees MUST be Registered Hydrologists or Consultant Hydrologists possessing a valid practicing license.

Payments to be made through CHEQUES, BANKER’S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable application fee of Ksh. 150,000 and annual subscription fee of Ksh. 100,000 payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of applicant.....

Date.....

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
 HYDROLOGISTS REGISTRATION BOARD  
 P. O. BOX 49720-00100  
 NGONG ROAD  
 MAJI HOUSE  
 NAIROBI.

APPLICATION FOR REGISTRATION AS A GRADUATE HYDROLOGIST  
 (To Be Completed by the Applicant in Block Letters)

Surname.....

Other Names.....

Title (Dr., Mr., Mrs., Miss) .....

Date of Birth ..... ID/Passport No.....

Gender Male  Female

Any form of disability No  Yes

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Academic Qualifications.....

Professional Qualification.....

Discipline.....

Name of Employer and Address.....

EDUCATION:

<i>School or</i> University/College/School	Country	From	To	Diploma/ Degree Received	Month and Year

**Note:** - The application must be accompanied by two coloured passport size photos, original and copies of HSK Membership, Degree certificate, transcripts, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp. Also provide details of postal, physical and email address of the university attended and the contact person at the institution and the last place of employment.

**SPECIAL QUALIFICATIONS:**

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**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS:**

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\*Attach proof of membership.

**EXPERIENCE:**

I submit below a chronological history of my practical experience including the name and address of each company and description of each position held. (A separate sheet may be used if necessary). This should be certified by one of the referees named below.

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**REFEREES:**

1. Name: (Prof./Dr./Mr./Mrs.) .....

Occupation/Title .....

Company/Institution .....

Postal Address .....

Telephone ..... Mobile.....

Fax..... Email Address .....

2. Name: (Prof./Dr./Mr./Mrs.) .....



Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

3. Name: (Prof./Dr./Mr./Mrs.) .....  
Occupation/Title .....  
Company/Institution .....  
Postal Address .....  
Telephone ..... Mobile.....  
Fax..... Email Address .....

An applicant's supervisor should be listed as one of the referees. At least two persons named as referees MUST be Registered Hydrologists or Consultant Hydrologists possessing a valid practicing license.

Payments to be made through CHEQUES, BANKER'S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable application fee of Ksh. 5,000 and annual subscription fee of Ksh. 5,000 payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of applicant.....

Date.....

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
HYDROLOGISTS REGISTRATION BOARD  
P. O. BOX 49720-00100  
MAJI HOUSE  
NGONG ROAD  
NAIROBI

APPLICATION FOR ANNUAL PRACTISING LICENSE  
(To Be Completed by the Applicant in Block Letters)

Registration No. ....  
Full Name of Hydrology Professional .....  
Nationality..... County.....  
ID/Passport No.....Pin No.....  
Firm/Individual.....  
Postal Address.....  
Telephone No.....Mobile No.....  
Fax No.....Email.....  
Applicant Qualification.....  
.....  
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Experience in Hydrology.....  
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.....

License to Practice as a Hydrological Assistant .....Hydrologist .....  
Consultant Hydrologist .....  
*\*Attachments (Registration Certificate /Previous Practicing License/HSK Certificate)*

Payments to be made through CHEQUES, BANKER’S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable annual subscription fee of Ksh..... (Amount in figures) ..... (amount in words) payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if licensed, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of Applicant.....

Date of application.....

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
HYDROLOGISTS REGISTRATION BOARD  
P. O. BOX 49720-00100  
MAJI HOUSE  
NGONG ROAD  
NAIROBI

APPLICATION FOR RENEWAL OF ANNUAL PRACTISING LICENSE  
(To Be Completed by the Applicant in Block Letters)

APPLICATION FOR RENEWAL as a Hydrologist  Hydrological Assistant

Consultant Hydrologist

Surname.....

Other Names.....

Title (Dr., Mr., Mrs., Miss) .....

Date of Birth ..... ID/Passport No.....

Gender Male ..... Female.....

Any form of disability No..... Yes.....

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Name of Employer and Address.....

Registration Number of Previous HRB Certificate .....

Registration Number of HSK Certificate .....

**Note:** - The application must be accompanied by two coloured passport size photos, original and copies of HRB registration certificate, HSK Membership certificate, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp.

Payments to be made through CHEQUES, BANKER'S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable renewal fees of Ksh.....Payable to the Hydrologists Registration Board.
2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of applicant.....

Date.....

HYDROLOGISTS REGISTRATION BOARD

THE REGISTRAR  
HYDROLOGISTS BOARD OF KENYA  
P. O. BOX 49720-00100  
NGONG ROAD  
MAJI HOUSE  
NAIROBI.

APPLICATION FOR TEMPORARY REGISTRATION  
(To Be Completed by the Applicant in Block Letters)

Surname.....

Other Names.....

Title (Dr., Mr., Mrs., Miss) .....

Date of Birth ..... ID/Passport No.....

Gender Male ..... Female.....

Any form of disability No..... Yes.....

If yes, Specify.....

Nationality.....

Postal Address.....

Telephone.....

Email Address.....

Registration Number of Previous HRB Certificate .....

Details of on-going works

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Expected data of completion.....

**Note:** - The application must be accompanied by two coloured passport size photos, original and copies of HRB registration certificate, National ID/Card or Passport all duly certified by a Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp.

Payments to be made through CHEQUES, BANKER'S CHEQUES, OR DEPOSITS TO XXX BANK A/C NO. XX BRANCH XX, AND ORIGINAL SLIP FORWARDED TO THE REGISTRAR, HYDROLOGISTS REGISTRATION BOARD.

1. I hereby attach my non-refundable renewal fees of Kshs .....Payable to the Hydrologists Registration Board.

2. I hereby declare that the foregoing statements are true in every respect and that I have read the Hydrologists Act, 2017 and understood that, if registered, I shall be bound thereby and by any amendments thereto so long as my name remains on the Register.

Signature of Applicant.....

Date.....

## SECOND SCHEDULE

### 1.0 CONDUCT OF BUSINESS AND AFFAIRS OF THE BOARD

1.1 The Cabinet Secretary, in consultation with the Board, deploy to the Board such officers and other staff as are necessary for the proper discharge of its functions under this Act, upon terms and conditions of service as it may determine, with regard to existing laws and in consultation with legally-mandated government institutions.

1.2 The Board shall, in consultation with the Cabinet Secretary, employ such officers and other staff as are necessary for the proper discharge of its functions under this Act, upon terms and conditions of service as it may determine, with regard to existing laws and in consultation with legally-mandated government institutions, bearing in mind its ability to sustain all related costs.

1.3 The Board shall prepare a Board Charter that defines the roles, responsibilities, structures and processes of the Board.

1.4 The Board shall strengthen the full board's governance performance and practices by undertaking an annual self-evaluation exercise aimed at establishing a common understanding of Board's roles and responsibilities and measuring the Board's performance against these recognized roles and responsibilities.

1.5 The Board shall, when necessary, establish ad-hoc committees as required to deal with any ad-hoc matters requiring focused attention.

## THIRD SCHEDULE

### 1.0 PROFESSIONAL EXAMINATIONS

#### 1.1 Administration of Professional Examination

1.2 Subject to Section 18 (4) of the Act, the Board shall administer professional examinations and examine academic qualifications for professional competence leading to registration of hydrology professionals.

1.3 Subject to Section 18 (4) of the Act, the Board may require an applicant for registration as a hydrology professional to furnish it with proof of good conduct from the relevant authorities mandated to provide such information.

1.4 The Board shall administer professional examinations in different disciplines of hydrology and in accordance with the requirements as prescribed in this Schedule.

1.5 The mode of examinations shall be in the form of —

- (a) written examination;
- (b) detailed professional training report as may be determined by the Board; and
- (c) Professional interview.

1.6 A candidate may be exempted from paragraph 1.4(a) where the Board is satisfied that the professional training report and professional interview are adequate for purposes of professional examination.

1.7 A candidate shall be eligible to sit for the professional examination after serving for a period of not less than two years as a graduate hydrologist.

1.8 A candidate shall be examined for competence in his/her discipline of education in hydrology and training.

1.9 A candidate shall pay application and professional examination fees provided for in the Fourth Schedule.

1.10 The Board shall make a decision on examination results. The pass mark shall be fifty per cent.

1.11 The Board may review its decision on examination results upon appeal by the applicant.

1.12 The Board's decision after the appeal shall be final and binding.

1.13 Every report forming part of examinations shall be written in English.

1.14 The Professional interviews shall be conducted in English.

1.15 A candidate wishing to sit for the examinations shall make an application in writing and in English to the Board in the prescribed form and pay the prescribed fee. However—



(a) if an application in relation to this regulation is made electronically, the supporting documents referred to in sub-regulation xxx shall be submitted to the Board by registered mail or by hand delivery;

(b) an application shall not be considered duly completed for purposes of these Regulations, unless all documents are received by the Board;

(c) an application for professional examination shall be valid only for the scheduled examinations applied for; or

(d) A candidate may request once in writing for postponement of examination at least seven (7 No.) days before the date of the examination.

(e) Subject to sub-paragraph (c), a candidate who does not appear for the examinations applied for, shall be required to make a fresh application.

1.16 Professional interviews shall be conducted in English.

1.17 The Board shall require that all original and certified copies of certificates, design drawings, design calculations and any other relevant documentation shall be presented during professional interviews.

1.18 Information of the date, time and venue of the examinations shall be given to the candidates not later than fourteen (14 No.) days before the examinations.

1.19 The Board shall inform the candidates of the results upon approval by the Board.

1.20 A candidate found to have performed irregularities before or during examinations shall be disqualified and disciplinary action taken against him or her as may be determined by the Board.

FOURTH SCHEDULE

FORM HRB09

Fees Payable for Professional Hydrology Services

Category	Application Fee (Ksh.)	Annual Subscription/Renewal/Levy (Ksh.)
Hydrological Assistants	5,000	2,500
Graduate Hydrologists	10,000	5,000
Hydrologists	15,000	10,000
Consultant Hydrologists	50,000	25,000
Temporary Registration	150,000	100,000
Professional examinations	15,000	-
Hydrologists Stamp	5,000	-
Hydrologists ID fee	2,000	-
Replacement Fee per License / Certificate/ Hydrologists ID	2,000	-
Search /Extract fee per folio	500	-
Stickers	5,000	-
Penalty/Reinstatement fee	5,000	-
Hydrological Report Certification fee	2.5% of cost of Application fee	-

## FIFTH SCHEDULE

### BASIS FOR CALCULATION OF REGISTERED PROFESSIONAL HYDROLOGIST FEES

#### 1.0 Payment Rates based on Time-Basis

Table 1: Payment Rates based on Time-Basis

PROFESSION	RATES (KSh)		
	HOURLY	DAILY	MONTHLY
CONSULTANT HYDROLOGIST	12,600 - 18,000	75,600 – 108,000	1,512,000 – 2,160,000
TEMPORARY HYDROLOGIST	10,500 – 18,000	63,000 - 108,000	1,260,000 – 2,160,000
PROFESSIONAL HYDROLOGIST	10,500 - 12,600	63,000 – 75,600	1,260,000 – 1,512,000
GRADUATE HYDROLOGIST	8,400 - 10,500	50,400 – 63,000	1,008,000 – 1,260,000
HYDROLOGICAL ASSISTANT	4,900 – 8,400	29,400 – 50,400	588,000 – 1,008,000

Payment are based on hourly, daily and monthly rates as specified in Schedule XXX.

1.1 When calculating amount chargeable on a time basis, a Registered Professional Hydrologist will be entitled to include recoverable expenses plus 10% top up for all expenses incurred by the firm, on behalf of the Client, in rendering their services in connection with the performance of the services.

1.2 Alternatively, a lump sum or percentage of cost of works may be agreed upon for any or all of the above expenses.

## 2.0 Payment Rates Based on Percentage of Cost

Table 2: Percentage Charges on the Basis of Cost for Hydrology Projects

<b>Cost of Projects in KSHS.</b>	<b>Minimum Fees as Percentage of Project Cost</b>
20,000,000 and below	15.00
From 20,000,000 to 40,000,000	13.50
From 40,000,000 to 80,000,000	12.50
From 80,000,000 to 160,000,000	12.00
From 160,000,000 to 240,000,000	11.50
From 240,000,000 to 320,000,000	11.00
From 320,000,000 to 400,000,000	10.50
From 400,000,000 to 480,000,000	10.00
From 480,000,000 to 640,000,000	9.50
From 500,000,000 to 750,000,000	9.40
From 750,000,000 to 1,000,000,000	9.30
From 1,000,000,000 to 1,500,000,000	9.20
From 1,500,000,000 to 2,000,000,000	9.10
Over 2,000,000,000	9.00

2.1 These fees are calculated as agreed percentages of the cost of the project or cost of the works.

2.2 The amount paid will vary with changes in the project cost.

2.3 The rates are exclusive of Value Added Tax.

3.0 The Registered Professional Hydrologist shall also recover the following expenses from the client:

- a) Traveling expenses for the conveyance of the Hydrologist and/or his/her staff members;
- b) Traveling time on the basis of rate set out in Table 1 for time spent on traveling in connection with the project. The maximum chargeable time shall be 8 hours a day.
- c) Accommodation and subsistence allowance incurred by the Registered Professional Hydrologist or his staff members.
- d) Agreed cost of preparing the project documents such as maps, drawings, contract documents, tender documents and manuals, excluding general correspondences and contractual reports

## SIXTH SCHEDULE

### 1.0 CONTINUING PROFESSIONAL TRAINING AND DEVELOPMENT

1.1 Pursuant to Section 4(a) and (b) of the Act, the Board shall develop and implement continuing professional development (CPD) courses, programs and strategies for hydrologists.

2.0 The Board will prepare a CPD Policy to guide the implementation of a dynamic and continuous professional training and development program for hydrologists.

**JULIUS G.M. MUTUARUCHIU, HSC**  
**CHAIRMAN, HYDROLOGISTS REGISTRATION BOARD**