

(ETWB TC(W) No. 25/2003 has been subsumed under this Appendix which should only be updated by Works Branch of Development Bureau.)

**MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
ARCHITECTURAL CONSULTANTS**

STAFF (Including Principals)

Members :	Band 1 - Minimum of 10 qualified architects at least 3 of whom must be Authorised Persons (List of Architects). Band 2 - Minimum of 2 qualified architects who must also be Authorised Persons (List of Architects). At least one of the resident principals ¹ of the firm is a qualified architect. A consultant to a firm is not counted as staff. Only full time employees ² are counted as staff of a consultant.
Qualifications :	Qualified architect means Member or Fellow of the Hong Kong Institute of Architects or a Registered Architect (Hong Kong) or an Authorised Person (List of Architects).
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established :	Band 1 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 5 continuous years. Band 2 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	Demonstration of satisfactory standard of work on at least one completed local building project according to the Guidance Notes for Classification of Building Types for ArchSD Projects (at Appendix 13) Group II Type or above with total building cost over \$100M, covering mainly new works construction, within the past 5 years. Building renovation projects or interior design projects are not counted.
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2015 certification as detailed in the current Development Bureau Technical Circular or equivalent.

¹ Resident principals mean principal staff that have the power to deploy manpower and financial resources.

² Full time employees mean employee with total number of working hours (including vacation and sick leaves) with the Consultant on average is 35 hours or more per week.

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
BUILDING SERVICES CONSULTANTS

STAFF (Including Principals)

Members	:	Band 1 - Minimum of 10 qualified engineers including principal(s). Band 2 - Minimum of 2 qualified engineers including principal(s). At least one of the resident principals ¹ of the firm must be a qualified engineer. A consultant to a firm is not counted as staff. Only full time employees ² are counted as staff of a consultant.
Qualifications	:	Qualified engineer means a person who satisfies the following requirements : <ol style="list-style-type: none">1. having either one of the following qualifications :<ul style="list-style-type: none">• corporate member of the Hong Kong Institution of Engineers (Electrical, Mechanical or Building Services discipline) elected after 5 December 1975 or equivalent, or• Registered Professional Engineer (Electrical, Mechanical or Building Services discipline);2. having relevant post corporate membership (of a professional institution) experience in at least two of the following : Air-conditioning, Electrical, Fire Services and Lift Installations.
Resident Status	:	To count as staff, individuals must be resident Hong Kong ID Card holders or works visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established	:	Band 1 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 5 continuous years. Band 2 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment	:	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff	:	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out	:	Demonstration of satisfactory standard of work on at least two completed local building projects, covering the full scope of building services, within the past 5 years. The total building cost of one of the projects must be over HK\$100M. It would be necessary for the firm to provide necessary facilities for detailed inspection, to be undertaken by way of presentation drawings, assisted access to buildings, client and/or building contractors references etc.
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ISO 9000 CERTIFICATION

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**MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
STRUCTURAL ENGINEERING CONSULTANTS**

STAFF (Including Principals)

Members	:	Band 1 - Minimum of 10 qualified engineers, at least 2 of whom must be a Registered Structural Engineer. Band 2 - Minimum of 2 qualified engineers who must also be a Registered Structural Engineer. At least one of the resident principals ¹ of the firm must be a qualified engineer. A consultant to a firm is not counted as staff. Only full time employees ² are counted as staff of a consultant.
Qualifications	:	Qualified engineer means corporate member of a professional institution recognised for corporate membership of the Hong Kong Institution of Engineers (Civil or Structural Engineering discipline) elected after 5 December 1975. For holders of qualifications in the field of civil engineering, appropriate experience in structural engineering design and practice on building projects, including schematic design, analysis and design of multi-storey structures, pile foundation design, construction supervision, etc., is required.
Resident Status	:	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established	:	Band 1 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 5 continuous years. Band 2 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment	:	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff	:	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out	:	Projects shall be similar in scale and complexity with Arch SD projects. The applicant should demonstrate satisfactory standard of work on at least two completed local building projects, covering the full range of structural engineering services on projects including but not limited to schematic design, analysis and design of multi-storey structures, pile foundation design, tender documentation, construction supervision and contract administration, within the past 5 years. The total building cost of one of the projects must be over \$100M.
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2015 certification as detailed in the current Development Bureau Technical Circular or equivalent.

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MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
QUANTITY SURVEYING CONSULTANTS

STAFF (Including Principals)

Members	:	Band 1 - Minimum of 10 qualified quantity surveyors. Band 2 - Minimum of 2 qualified quantity surveyors. At least one of the resident principals ¹ of the firm must be a qualified quantity surveyor. A consultant to a firm is not counted as staff. Only full time employees ² are counted as staff of a consultant.
Qualifications	:	Qualified quantity surveyor means corporate member of a professional institution recognised for corporate membership of the Hong Kong Institute of Surveyors (Quantity Surveying Division) who is also a Registered Professional Surveyor (Quantity Surveying).
Resident Status	:	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established	:	Band 1 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 5 continuous years. Band 2 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment	:	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff	:	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out	:	An acceptable range of Quantity Surveying Services, the execution of which should be the firm's principal form of employment. The applicant should demonstrate satisfactory standard of work on at least one completed local building project with total building cost over \$100M, covering the full range of Quantity Surveying Services on projects including but not limited to pre-contract estimating and cost study services, advice on tendering procedures and contractual arrangements, tender documentation including preparation of bills of quantities, examination of and reporting on tenders, valuations of interim certificates, post-contract cost management services, measuring and making up bills of variations, assessment of claims, finalisation of contract account, etc., within the past 5 years.
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ISO 9000 CERTIFICATION

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MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
LANDSCAPE ARCHITECTURAL CONSULTANTS

STAFF (Including Principals)

Members :	Minimum of 2 qualified landscape architects. At least one of the resident principals ¹ of the firm must be a qualified landscape architect. A consultant to a firm is not counted as staff. Only full time employees ² are counted as staff of a consultant.
Qualifications :	Qualified landscape architect means Professional Member or Fellow of The Hong Kong Institute of Landscape Architects who is also a registered landscape architect as accepted by the Landscape Architects Registration Board of Hong Kong under the Landscape Architects Registration Ordinance (Cap 516).
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established :	The firm must have practiced in the relevant discipline in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	Demonstration of satisfactory design and work standards on at least two completed local projects, one of which must be over \$25M, covering the full range of landscape architectural services, within the past 5 years. Experience as sub-consultants will only be considered if full service has been provided at all work stages and included both hard and soft landscape works.
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² Full time employees mean employee with total number of working hours (including vacation and sick leaves) with the Consultant on average is 35 hours or more per week.

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
BUILDING SURVEYING CONSULTANTS

STAFF (Including Principals)

Members :	Minimum of 2 qualified building surveyors. At least one of the resident principals ¹ of the firm must be a qualified building surveyor. A consultant to a firm is not counted as staff. Only full time employees ² are counted as staff of a consultant.
Qualifications :	Qualified building surveyor means corporate member of a professional institution recognized for corporate membership of the Hong Kong Institute of Surveyors (Building Surveying Division) who is also a Registered Professional Surveyor (Building Surveying).
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established :	The firm must have practiced in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	An acceptable range of Building Surveying Services, the execution of which should be the firm's principal form of employment. The applicant should demonstrate satisfactory standard of work on at least two completed local projects, covering the full scope of building surveying services broadly equivalent to those services associated with alteration, addition, renovation, refurbishment, fire safety improvement, repairs and maintenance, project management, building surveys and determination and measurement of floor areas, etc., within the past 5 years.
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2015 certification as detailed in the current Development Bureau Technical Circular or equivalent.

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² Full time employees mean employee with total number of working hours (including vacation and sick leaves) with the Consultant on average is 35 hours or more per week.