

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

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.