

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 of the firm is a qualified architect. A consultant to a firm is not counted as staff. Only full time employees ¹ 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 9001:2008[#] or ISO 9001:2015 certification as detailed in the current Development Bureau Technical Circular or equivalent.

[#] For use before 15 September 2018

¹ Full time employees means employee with total number of working hours (including vacation and sick leaves) with the Consultant on average is 35 hours or more per week.