

**MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS**  
**QUANTITY SURVEYING CONSULTANTS**

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**STAFF (Including Principals)**

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Members	:	Band 1 - Minimum of 10 qualified quantity surveyors.  Band 2 - Minimum of 2 qualified quantity surveyors.  At least one of the resident principals of the firm must be a qualified quantity surveyor. A consultant to a firm is not counted as staff. Only full time employees <sup>1</sup> 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.

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**HISTORY**

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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**

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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.

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**STANDARD OF WORK**

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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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The firm must have obtained the ISO 9001:2008<sup>#</sup> or ISO 9001:2015 certification as detailed in the current Development Bureau Technical Circular or equivalent.

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<sup>#</sup> For use before 15 September 2018

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<sup>1</sup> 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.