

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

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**STAFF (Including Principals)**

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| Members         | : | Band 1 - Minimum of 10 qualified engineers, at least 2 of whom must be a Registered Structural Engineer.<br><br>Band 2 - Minimum of 2 qualified engineers who must also be a Registered Structural Engineer.<br><br>At least one of the resident principals of the firm must be a qualified engineer. 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 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.  |

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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.<br><br>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 | : | 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**

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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.