

The Hong Kong Institute of Surveyors

For official use only
For HKIS – Application No.: _____
For CIC - Application No.: _____

The HKIS BIM Certification Scheme Application Form for Listing of “Surveyor BIM Co”

Important Notes to Applicants

1. Please read carefully the “Application Guide for Listing of “Surveyor BIM Co”” BEFORE completing this application form.
2. Certified true copies of evidence of membership (probationer or above) of the Hong Kong Institute of Surveyors (HKIS), curriculum vitae including a detailed profile of the BIM projects in which the applicant has been involved, the applicant’s role, and the nature of BIM duties, responsibilities and experience gained), and documentary evidence (e.g. letters from employers, etc.) must be included in the application.
3. This Application Form, together with all necessary supporting documents, must be submitted to the Hong Kong Institute of Surveyors, Room 1205, 12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong. Please state “Private and Confidential - Application for “Listing of Surveyor BIM Co”” on the envelope. This application form must be submitted together with the documents, if applicable, listed in the Document Checklist. Please provide other relevant supporting documents where necessary. Original diploma, certificate, degree transcript or other important documents should **NOT** be sent to the HKIS by mail.
4. Upon submission, this Application Form and all other attached documents become part of the HKIS/CIC (where applicable) records and are not returnable regardless of the assessment result.
5. Entries in Sections 2 to 6 of this form should be made in reverse order of time, i.e. starting with the most recent.

Surveyor BIM Co is the abbreviation of Surveyor BIM Coordinator.

Application for

Please tick the relevant box(es) as appropriate

Surveyor BIM Co listing	<input type="checkbox"/>
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CIC-Certified BIM Coordinator certification	<input type="checkbox"/>
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Please insert your
photo here.

If the applicant ticks both boxes, the applicant hereby authorises the HKIS to send one copy of this application to the CIC for application as the “CIC-Certified BIM Coordinator (CCBC)” under the streamlined processing procedures agreed with the CIC.

Note: If the applicant is currently a CCBC and wishes to apply to become a Surveyor BIM Co only, he/she is required to complete Sections 1, 3, and 7 – 11 only and to submit a certified true copy of the CCBC certificate.

* Mandatory field

Delete as appropriate

Input “N.A.” if not applicable.

Section 1 Personal Particulars (Please enter your name as shown on your HKID or other identification documents)		
Surname *	Given Names in full *	
Prof./Dr. /Mr./Mrs./Ms./Miss *#	Female/Male * #	HKID/Passport No. *#
Chinese Name (If applicable)		Date of Birth (dd-mm-yyyy)*
HKIS Membership No.:		Division * # BS / GP / LS / QS /P&D / PFM
Correspondence address (P.O Box is not acceptable) *		
Tel No. (Office)	Tel No. (Mobile) *	Tel No. (Home)
Email Address *		
Company Name *		
Position*	Department *	
Company Address *		

Section 2 Academic Qualifications (In reverse order)*					
From (mm/yy)	To (mm/yy)	Name of Academic Institution	Mode of study (Part- time, Full-time, Distance Learning)	Awarded Title	Date Achieved (mm/yy)

+ Please insert additional rows in the Word document (if applicable).

Section 3 Professional Qualifications (In reverse order)			
Name of Professional Body*	Membership/Title *	Date achieved* (mm/yy)	Membership Expiry Date* (mm/yy)

+ Please insert additional rows in the Word document (if applicable).

Section 4 BIM Related Education/Certification (In reverse order)*					
From (mm/yy)	To (mm/yy)	Name of Course Provider	Mode of study (Part-time, Full-time, Distance Learning)	Course Name/Awarded Title	Duration (hours)
a. Successful completion of a CIC-accredited BIM Coordinator course					
b. BIM software/platform training course in operation level, <u>or</u>					
c. Possession of any certification of BIM software in operation level issued by respective software developers					
Date (mm/yy)	Certification Body	BIM Software	Certification Description		

+ Please insert additional rows in the Word document (if applicable).

Section 5 Employment History (In reverse order) *					
From (mm/yy)	To (mm/yy)	No. of months	Name of Organisations	Position	Scope and Responsibilities
Total					

+ Please insert additional rows in the Word document (if applicable).

^ Applicant should count only once for experience in overlapping periods.

Section 6a Practical experience in BIM project coordination and related tasks (In reverse order)*									
In the past 5 years at least 1 year full-time relevant practical experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 6 months)									
Selected?	Project Ref.**	From (mm/yy)	To (mm/yy)	No. of months you worked on this project	No. of months you worked on this project in HK	Name of project (Hong Kong or overseas)	No. of Project team members	Your position in this Project	Scope, responsibilities and experience gained
	PR01								
	PR02								
	PR03								
	PR04								
	PR05								
Total^									

+ Please insert additional rows in the Word document (if applicable).

^ Applicant should count only once for experience in overlapping periods.

** Please indicate the Project Reference on your Portfolio attached.

Section 6b Other practical experience in BIM (In reverse order)

Other practical BIM experience, such as BIM modelling, BIM standard, BIM software programming which can let Assessors to know you more.

Project Ref.**	From (mm/yy)	To (mm/yy)	No. of months you worked on this project	No. of months you worked on this project in HK	Name of project (Hong Kong or overseas)	No. of Project team members	Your position in this Project	Scope, responsibilities and experience gained
PR01								
PR02								
PR03								
Total^								

Section 6c Selected practical experience in BIM project coordination and related tasks (In reverse order) *

In the past 5 years at least 1 year full-time relevant practical experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 6 months).

You are required to select at least one project from Section 6a that able to demonstrate you possess the required levels of the Core Competencies stipulated in the listing of “Surveyor BIM Co”. You should duplicate this section separately and attach it to the corresponding Client Evaluation Form and Employer Evaluation Form. If the selected project cannot show 1 year of full-time practical experience in BIM, you may need to provide more than one BIM project and more than one set of Client and Employer Evaluation forms such that the required 1 year of practical experience in BIM (without overlapping duration) can be satisfied.

In case Client Evaluation Form cannot be submitted or cannot cover the required period of your practical experience in BIM coordination and related tasks, your application will have to be assessed based on the available details. The submission of full Client Evaluation Form will have an edge in your application as the assessment panel can have a more thorough understanding of your experience and capacity in BIM coordination works.

Selected?	Project Ref.**	From (mm/y)	To (mm/y)	No. of months you worked on this project	No. of months you worked on this project in HK	Name of project (HK or overseas)	No. of Project team members	Your position in this Project
	PR01							
	PR02							

Project Reference: PRxx (Can include images to illustrate the work you have done.)

A – Project Information

Please briefly write down the nature and scope of this project and the role of your company within 100 words.

B – Project Organisation Chart

Please attach the organisation chart of the project team that can show your name and position or the team you belong to.

A large, empty rectangular box with a thin black border, intended for the applicant to attach their project organisation chart. The box is currently blank.

C – Scope and responsibilities

Please briefly write down your scope of work and responsibilities in this project within 100 words.

D – Core Competencies (CC) demonstrated in this project

Please answer the questions below with images from the project in concise sentences. Your answers for each CC should not exceed 500 words.

CC1 – BIM Initiation

Ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts. (Minimum Level of Competency = Level 2)

1a. Any local or non-local BIM standards/guidelines are being adopted/referenced in this project?

1b. Any openBIM element in this project? Do you have any involvement in that? If yes, please elaborate.

1c. From your understanding, do you know how your/your team's deliverables of this project could benefit the whole project life cycle of the asset? If not, can you tell how your/your team's deliverables of this project can enhance the communication/ collaboration/ efficiency/ cost/ safety/ productivity/ quality of any task of this project?

1d. Please elaborate on other things, if any, that you had demonstrated the required level of CC1 in this project.

CC2 – BIM Software and Technologies

Ability to operate BIM software and the modelling process and describe current and relevant technologies. (Minimum Level of Competency = Level 3)

2a. What BIM software(s) you/your team had used for this project?

2b. What is your thought on the BIM software(s) being chosen in this project, in terms of software strength, and weakness? Do you think there can be better choice of software for this project if cost is not an issue? Please elaborate.

2c. Any technical challenge(s) and how you address it on the BIM software aspect in this project?

2d. How do you contribute to your team, by advising your team members on the usage/application of the BIM software(s) to meet meeting/submission/work/project schedule with convincing quality?

2e. Please elaborate if there was any technology being used by you/your team in this project. And if cost is not an issue, what latest/advanced technology you wish to incorporate in this project so as to boost the productivity?

2f. Please elaborate on other things, if any, that you had demonstrated the required level of CC2 in this project.

CC3 – BIM Uses and Processes

Ability to understand BIM uses, apply BIM software applications, and to execute and administer the responsible BIM tasks for individual or cross-disciplinary BIM project coordination. (Minimum Level of Competency = Level 3)

3a. What BIM Uses/Deliverables are responsible by you/your team?

3b. Please elaborate your involvement in compiling Employer’s Information Requirement (EIR) / Asset Information Requirement (AIR) / BIM Execution Plan (BEP).

3c. How your involvement in coordination in the project can benefit the team to maintain the BIM dataset, monitoring work progress and achieve the BIM Uses/Deliverables mentioned in (3a)?

3d. Do you have any role in various project meetings related to BIM? How does your involvement enhance coordination of the project stakeholders?

3e. Please elaborate on other things, if any, that you had demonstrated the required level of CC3 in this project.

CC4 – Digital Information Management, Collaboration and Integration

Ability to execute and administer the operation of a Common Data Environment (CDE) and data quality control system for effective use and sharing of digital information in a BIM project. (Minimum Level of Competency = Level 3)

4a. How do you maintain the BIM-related data structure (internally or externally) of the project team and how it benefited this project?

4b. How your involvement in BIM data exchange (internally or externally) activities can help to meet or benefit the project flow, meeting work schedules and project coordination effectively?

4c. Please elaborate if you were involved in setting up or administrating the project CDE. If not, please elaborate your contribution to the CDE as a user or other role which benefited this project.

4d. Please elaborate if you were involved in any task related to BIM data quality control (QC) or BIM data quality assurance (QA) of this project. How did you coordinate with the team (internally or externally) to comply with BIM QC/QA of this project and meeting client's expectation?

4e. Please elaborate on other things, if any, that you had demonstrated the required level of CC4 in this project.

Section 7 References*

Please provide details of two referees, one from your client and one from your employer. The referees below should be the evaluators of your Client Evaluation Form and Employer Evaluation Form. Please refer to Section 4 and 5 of the Application Guide for detail.

	Client	Employer
Full Name		
Contact Number		
Email Address		
Relationship with the applicant		

Section 8 Declaration and Undertaking*

I understand Surveyor BIM Co / CIC-Certified BIM Coordinators (where applicable) are required to observe a high standard of professional conduct and ethical behaviour.

I consent to the HKIS/CIC (where applicable) making any necessary enquiries for the verification of the information given below. I authorise the HKIS/CIC (where applicable) to release any record or information as may be required for these enquires.

I understand the HKIS/CIC (where applicable) has the right to reject my application if my previous conviction, misconduct or other deeds may bring the HKIS, CIC or the BIM profession into disrepute if I am listed/certified under the HKIS BIM Certification Scheme / CIC BIM Certification and Accreditation Schemes (where applicable).

		Please tick the following boxes to confirm
1)	I am a relevant BIM practitioner currently competent to practise in the surveying field.	<input type="checkbox"/>
2)	I have not been convicted of a criminal offence in Hong Kong or elsewhere of an offence and sentenced to imprisonment, whether suspended or not (“Conviction” means a finding by the court of guilt) and declare that I have not committed misconduct or neglect in a professional respect.	<input type="checkbox"/>
3)	I have not been investigated about offences involving bribery, fraud, dishonesty or malfeasance, or been adjudged by a court to be criminally or civilly liable for bribery, fraud, dishonesty or malfeasance.	<input type="checkbox"/>
4)	I have not been reprimanded, censured or disciplined by any professional or regulatory authority or disqualified from being registered or certified as a BIM personnel by the HKIS, CIC or other BIM certification body.	<input type="checkbox"/>
5)	I have not had a record of non-compliance with any non-statutory codes, or been censured, disciplined or disqualified by any professional or regulatory body in relation to my profession.	<input type="checkbox"/>
6)	I have not been refused or restricted from the right to carry on any profession for which a specific licence, registration or other authorisation is required by law.	<input type="checkbox"/>
7)	I have not been adjudged bankrupt or served with a bankruptcy petition.	<input type="checkbox"/>

Section 9 Personal Information Collection Statement

- 1) From time to time, it is necessary for all applicants to supply the HKIS/CIC (where applicable) with data in connection with his/her listing/certification by the HKIS/CIC (where applicable) or his/her application. Failure to supply such data may result in an inability of the HKIS/CIC (where applicable) to process the application for certification or maintain the listing/certification.
- 2) Data relating to an applicant for the HKIS's "Surveyor BIM Co" / CIC BIM Coordinator certification will be mainly used for processing of applications for the BIM listing / certification and related matter.
- 3) Other purposes for which data relating to an applicant may be used, in addition to the purposes as stated in paragraph 2 above, are as follows:
 - (a) daily operation of the HKIS/CIC (where applicable);
 - (b) maintenance of listing / certification records;
 - (c) listing / certification and related activities;
 - (d) verification of listing / certification and discipline status by the public;
 - (e) training and continuing professional development activities;
 - (f) the HKIS/CIC publications (e.g. journal, yearbook, diary, Christmas cards, Chairman's Message, etc.) and delivery of such materials;
 - (g) delivery of other publications;
 - (h) activities and communications (including election materials) relating to the HKIS/CIC (where applicable);
 - (i) meeting the requirements to make disclosure under any law binding on the HKIS/CIC (where applicable);
 - (j) any actions in relation to disciplinary and related proceedings;
 - (k) all other incidental purposes relating to the promotional activities of the HKIS/CIC (where applicable);
 - (l) announcement or publication of listing / certification and discipline status (or any changes thereof) in any media (e.g. newspapers and other publications including HKIS's/CIC's journal, yearbook, diary, website, etc.); and
 - (m) determining and collecting amounts owed to or by an applicant.
- 4) The HKIS / CIC (where applicable) intends to use an applicant's data in direct marketing as follows and the HKIS/CIC (where applicable) requires the applicant's consent (which includes an indication of no objection) for such purpose:
 - (a) data that may be used by the HKIS/CIC (where applicable) for direct marketing is restricted to: name, address and other contact details.
 - (b) the following classes of services, products and subjects may be marketed:
 - (i) donations and contributions to the HKIS/CIC (where applicable) and activities organised or supported by the HKIS/CIC (where applicable);
 - (ii) conferences, seminars, workshops, talks, events, trips, visits and social functions;
 - (iii) products and services offered by third parties which the HKIS/CIC (where applicable) considers to be of interest to the HKIS/CIC listing/certification holders generally.

If an applicant does not wish the HKIS/CIC (where applicable) to use his/her data for use in direct marketing as described above, the applicant may exercise his/her

Section 9 Personal Information Collection Statement

opt-out right by notifying the HKIS/CIC (where applicable) (please refer to the last paragraph of this section).

- 5) Data held by the HKIS/CIC (where applicable) will be kept confidential, but the HKIS/CIC (where applicable) may provide such data to:
- (a) any agent, contractor or third-party service provider who provides administrative, telecommunication, computer or other services to the HKIS/CIC (where applicable) in connection with the operation of the HKIS/CIC (where applicable);
 - (b) any other person under a duty of confidentiality to the HKIS/CIC (where applicable).

Such data may be transferred to a place outside Hong Kong.

- 6) In accordance with the terms of the Personal Data (Privacy) Ordinance (PDPO), any applicant for certification has the right to:
- (a) check whether the HKIS/CIC (where applicable) holds data about him/her and access to such data;
 - (b) require the HKIS/CIC (where applicable) to correct any data relating to him/her which is inaccurate;
 - (c) to ascertain the HKIS's/CIC's policies and practices in relation to data and be informed of the kind of personal data held by the HKIS/CIC (where applicable).

- 7) In accordance with PDPO, data subjects have the right to request to be informed by a data user on whether the data user holds personal data of them and have the right to request to be supplied with a copy of such data. The data user can also impose a fee for such personal data access request with reference to PDPO.

- 8) For access and correction of data, please address enquiries to:

The Hong Kong Institute of Surveyors

Address: Room 1205, 12/F, Wing On Centre,
111 Connaught Road Central,
Sheung Wan,
Hong Kong.

Tel No: (852) 2526 3679

Fax No: (852) 2868 4612

E-mail: info@hkis.org.hk

- I have read and agree to the Personal Information Collection Statement as stated in this section.
- I do not wish to receive any marketing communication / message from the HKIS in future. I understand that I will not receive any communication which falls within the scope of use of data in direct marketing as listed in paragraph 4 of this section.

Section 10 Applicant Declaration

I, _____ (name in full), being an applicant for listing/certification as the Surveyor BIM Co / CIC-Certified BIM Coordinator, do hereby DECLARE that the above is a true statement of my particulars, that I have read and understood the RULES as stipulated by the HKIS/CIC (where applicable), and I do hereby accept the final decision of the HKIS's BIM Committee / CIC's BIM Certification and Accreditation Board (where applicable).

I undertake that, in the event of any change in the above particulars, I will make known the changes, within 30 days, in writing to the HKIS's BIM Committee / CIC's BIM Certification and Accreditation Board (where applicable).

I have read the following and hereby undertake:

- To comply and act in accordance with the Regulations and Rules of the HKIS/CIC (where applicable) as they now exist, or as they may in the future be amended;
- To pay promptly any monies due to the HKIS/CIC (where applicable), including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or reimbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from the HKIS/CIC (where applicable); and
- To declare any criminal convictions by me within 30 days

I understand and authorise the HKIS/CIC (where applicable) to make any reasonable enquiries and check all information in relation to my application for listing as "Surveyor BIM Co" / certification as a "Certified BIM Coordinator".

I acknowledge that the HKIS/CIC (where applicable) has the right to withdraw approval of application status if I do not meet the requirements. I understand and agree that the HKIS/CIC (where applicable) may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.

If at any time the HKIS/CIC (where applicable) discovers that I have failed to disclose any pertinent information in this form, or that I have provided false information, it will have the right to terminate my application with immediate effect (with no further obligation to refund any subscription or other fees).

I understand that the fee paid is non-refundable and non-transferable.

I confirm that I have read and understood the Policy of Personal Data Protection and consent to the terms set out therein. I also understand that the HKIS/CIC (where applicable) will use the information provided and personal data collected for administration and communication purposes. If my application is successful, my personal data will be retained and used by the HKIS/CIC (where applicable) for the purposes of the HKIS/CIC (where applicable).

I have read and agree to comply with the HKIS's "Application Guide for Listing of Surveyor BIM Co" BEFORE completing this application form.

I declare that the content of this form is true and correct. I understand and accept that I am accountable for the truth of this declaration.

Signature of applicant

Date: _____

Section 11 Document Checklist

To facilitate the application process, please check the following items before submitting to the HKIS/CIC (where applicable). We suggest that you keep a copy of all relevant documents for your own records, before submission.

	Documents
<input type="checkbox"/>	Completed and signed application form for listing of Surveyor BIM Co
<input type="checkbox"/>	Copy of membership, probationer and above, of the HKIS.
<input type="checkbox"/>	Filled-in and duplicate of Section 6c – Selected practical experience in BIM project coordination and related tasks that able to demonstrate you possess the required levels of the Core Competencies as stipulated in the listing of Surveyor BIM Co.
<input type="checkbox"/>	Completed and signed Client and Employer evaluation forms, with duplicate of respective selected BIM project in Section 6c, either in hardcopy (in a sealed envelope) or softcopy via email from the Client and Employer directly.
<input type="checkbox"/>	Evidence of completing a CIC-Accredited BIM Coordinator course. (e.g. completion certificate) (Refer to Section 4 – BIM related Education and submit the relevant certificate.)
<input type="checkbox"/>	Evidence of completing at least one BIM software/platform training course in operation level as recognised by the HKIS or possession of any certification of BIM software in operation level issued by respective software developers. (Refer to Section 4 – BIM related Education and submit the relevant certificate.)
<input type="checkbox"/>	Portfolio of BIM work examples (<i>for the selected project(s)</i>)
<input type="checkbox"/>	Curriculum vitae
<input type="checkbox"/>	Payment or evidence of payment enclosed (cheque)

Section 12 Payment Method*

All payments received are non-refundable, non-endorsable and non-transferable.

Please submit to the “Hong Kong Institute of Surveyors”, Room 1205, 12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong.

A cheque made payable to the “Hong Kong Institute of Surveyors”

Cheque no. _____

Name of the bank _____

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	Date	Officer		Date	Officer
Applicant Form received [^]			Acknowledgement of application form		
Fee Received			Receipt of application fee		
Particulars verified			Additional information required		
Other information received			Recommended		
Interviewed on			Not Recommended (With reason(s))		
Remarks:			Listing No.		

[^] First vetting to be completed within one month of the date of receipt of the application.