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\*Please submit this evaluation form to the HKIS directly and all information will be treated as strictly confidential.

**The Hong Kong Institute of Surveyors – Application for Surveyor BIM Co**

**Client Evaluation Form**

Application No. \_\_\_\_\_

**Part I - Information**

**a. Applicant Information**

Full Name: _____	Other Name: _____
Company <sup>1</sup> : _____	Company Email <sup>1</sup> : _____
Appointed Position in the Project <sup>1</sup> : _____	Phone: (optional) _____

**b. Project - Applicant Information<sup>1</sup>**

Project Name: _____	Project Location: _____
Relationship between Client and Applicant's Company: _____	No. of months applicant worked on this project: _____
	From (mm/yy): _____
	To (mm/yy): _____
Applicant's Scope and Responsibilities in the Project: _____	

**c. Evaluator Information<sup>1</sup>**

Full Name: _____	Other Name: _____
Company Name: _____	
Contact Number: _____	Contact Email: _____
Work Relationship between Evaluator and Applicant: _____	
Appointed Position in the Project and/or Professional Qualification #: _____	Project Manager/ Assistant Project Manager/ BIM Manager/ Facility Manager and/or CCBM/ HKIA/ HKIE/ HKIS, please specific the Membership No.: _____
# Delete as appropriate	

Remarks: Client is the owner of the project. Client Side Evaluator must be the employee of the Client or third party directly employed by the Client (e.g. main contractor, lead consultant, etc.) but not at the same organisation with the applicant. *(For applicant who is the employee of the Client, the Client Side Evaluator must be the employee of Client organisation).* **AND** the Client Side Evaluator should be Professional (i.e. MHKIA, MHKIE, MHKIS, or above), CIC-Certified BIM Manager (CCBM), Project Manager, Assistant Project Manager, BIM Manager or Facility Manager of the project team and in a supervisory level but not the direct supervisor in the same company/organisation of the applicant.

**d. Declaration by Evaluator**

I, \_\_\_\_\_ (full name of the evaluator), being the evaluator of the applicant \_\_\_\_\_ (full name of the applicant) for the listing of "Surveyor BIM Co", do hereby DECLARE that the above is a true statement of my particulars.

I understand and authorise the HKIS/CIC (where applicable) to make any reasonable enquiries and check all information in relation to my particulars for this Client Evaluation 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 the Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Information of the applicant/evaluator during the BIM project period

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**Part II - Evaluation**

Please read the BIM project experience of this project prepared by the applicant for this “Surveyor BIM Co” application. You are invited by the applicant to evaluate his/her BIM-related competencies demonstrated in this project.

**A – Project Information**

1. Do you agree with the information written by the applicant?

Strongly Disagree	Quite Disagree	Generally Agree	Quite Agree	Strongly Agree
○	○	○	○	○

2. Please write down anything if you want to elaborate or share.

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**B – Project Organisation Chart**

1. Do you agree with the information written by the applicant?

Strongly Disagree	Quite Disagree	Generally Agree	Quite Agree	Strongly Agree
○	○	○	○	○

2. Please write down anything if you want to elaborate or share.

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**C – Scope and responsibilities**

1. Do you agree with the information written by the applicant?

Strongly Disagree	Quite Disagree	Generally Agree	Quite Agree	Strongly Agree
○	○	○	○	○

2. Please write down anything if you want to elaborate or share.

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**D – Core Competencies (CC) demonstrated in this project**

**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 - Knowledge (K) - A knowledge and understanding of the subject and how it is being applied.)

- |  |                       |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Do you agree with the information written by the applicant?   | Strongly<br>Disagree  | Quite<br>Disagree     | Generally<br>Agree    | Quite<br>Agree        | Strongly<br>Agree     |
| 2. Please write down anything if you want to elaborate or share. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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- |  |                       |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 3. On the aspect of “BIM Initiation”, are you satisfied with the work done by the applicant or his/her team in this project? | Strongly<br>Disagree  | Quite<br>Disagree     | Generally<br>Agree    | Quite<br>Agree        | Strongly<br>Agree     |
| 4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Please write down anything if you want to elaborate for question 4.   | Strongly<br>Disagree  | Quite<br>Disagree     | Generally<br>Agree    | Quite<br>Agree        | Strongly<br>Agree     |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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**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 - Experience (E) - The subject should be performed independently or under supervision.)

- |  |                       |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Do you agree with the information written by the applicant?   | Strongly<br>Disagree  | Quite<br>Disagree     | Generally<br>Agree    | Quite<br>Agree        | Strongly<br>Agree     |
| 2. Please write down anything if you want to elaborate or share. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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- |   |                       |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 3. On the aspect of “BIM Software and Technologies”, do you satisfied with the works done by the applicant or his/her team in this project? | Strongly<br>Disagree  | Quite<br>Disagree     | Generally<br>Agree    | Quite<br>Agree        | Strongly<br>Agree     |
| 4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Please write down anything if you want to elaborate for question 4.  | Strongly<br>Disagree  | Quite<br>Disagree     | Generally<br>Agree    | Quite<br>Agree        | Strongly<br>Agree     |
|   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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**CC3 – BIM Uses and Processes**

Ability to understand BIM uses, apply BIM software applications, and execute and administer the responsible BIM tasks for individual or cross-disciplinary BIM project coordination. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

- |  |                       |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Do you agree with the information written by the applicant? | Strongly Disagree     | Quite Disagree        | Generally Agree       | Quite Agree           | Strongly Agree        |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “BIM Uses and Processes”, are you satisfied with the work done by the applicant or his/her team in this project?

- |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Strongly Disagree     | Quite Disagree        | Generally Agree       | Quite Agree           | Strongly Agree        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

- |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Strongly Disagree     | Quite Disagree        | Generally Agree       | Quite Agree           | Strongly Agree        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Please write down anything if you want to elaborate for question 4.

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**CC4 – Digital Information Management, Collaboration and Integration**

Ability to execute and administer the operation of a Common Data Environment and data quality control system for effective use and sharing of digital information in a BIM project. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

- |  |                       |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Do you agree with the information written by the applicant? | Strongly Disagree     | Quite Disagree        | Generally Agree       | Quite Agree           | Strongly Agree        |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “Digital Information Management, Collaboration and Integration”, are you satisfied with the work done by the applicant or his/her team in this project?

- |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Strongly Disagree     | Quite Disagree        | Generally Agree       | Quite Agree           | Strongly Agree        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

- |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Strongly Disagree     | Quite Disagree        | Generally Agree       | Quite Agree           | Strongly Agree        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Please write down anything if you want to elaborate for question 4.

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**CC5 – Communication Skills**

Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc.. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

1. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

- |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Strongly<br>Disagree  | Quite<br>Disagree     | Generally<br>Agree    | Quite<br>Agree        | Strongly<br>Agree     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. Please write down anything if you want to elaborate for question 1.

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**-End-**

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### **Annex A –Level of Competency**

Level 1 (L1): General appreciation of the subject and an understanding of how the subject may affect or integrate with other subjects.

Level 2 (L2): Knowledge and understanding of the subject and its application.

Level 3 (L3): Ability to perform the subject independently or under supervision.

Level 4 (L4): Ability to perform the subject without supervision and advise others.

### **Annex B – Core Competencies of a BIM Coordinator**

#### **1) BIM Initiation (Level 2)**

Ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts.

#### **2) BIM Software and Technologies (Level 3)**

Ability to operate BIM software and the modelling process and describe current and relevant technologies.

#### **3) BIM Uses and Processes (Level 3)**

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.

#### **4) Digital Information Management, Collaboration and Integration (Level 3)**

Ability to execute and administer the operation of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project.

#### **5) Communication Skills (Level 3)**

Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc.

### **Submission of the Client Evaluation Form**

As an evaluator, you can choose either method to return the Client Evaluation Form below:

1. Directly send to the HKIS with the email address: [info@hkis.org.hk](mailto:info@hkis.org.hk)
2. Seal the Client Evaluation Form in a closed envelope and give it back to the applicant. The applicant could submit all his/her application documents (including the sealed envelope with the Client Evaluation Form) to the HKIS.

### **Enquiry**

The Hong Kong Institute of Surveyors

Rm 1205, 12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong

Tel: (852) 2526 3679

Fax: (852) 2868 4612

Email: [info@hkis.org.hk](mailto:info@hkis.org.hk)