

**Application for Registration as Authorized Persons,
Registered Structural Engineers, Registered Geotechnical Engineers
and Registered Inspectors**

Under section 3 of the Buildings Ordinance (BO), the Building Authority (BA) shall keep an authorized persons' (APs') register, a structural engineers' (SEs') register, a geotechnical engineers' (GEs') register and an inspectors' (Insp's') register. This practice note sets out the registration requirements for authorized persons (AP), registered structural engineers (RSE), registered geotechnical engineers (RGE) and registered inspectors (RI).

Requirements for Registration as AP/RSE/RGE/RI

2. Under section 3(7) of the BO, a person must not be included in the APs'/SEs'/GEs'/Insp's' register unless:

- (a) he has obtained the prescribed qualifications; and
- (b) he is recommended by the respective Registration Committee (RC) for inclusion. However, according to section 3(7AA)(a) of the BO, a person may be included in the Insps' register without recommendation by an Inspectors Registration Committee (IRC) if the person is an AP or a RSE with experience as prescribed in paragraph 4(b) below.

Qualifications for Registration as AP/RSE/RGE/RI under Building (Administration) Regulation 3

3. The qualifications prescribed under Building (Administration) Regulation (B(A)R) 3 for registration as AP, RSE or RGE are as follows:

- (a) A person shall not be included in the APs' register unless he is a registered architect (RA), a registered professional engineer (RPE) in the structural or civil engineering discipline or a registered professional surveyor (RPS);
- (b) A person shall not be included in the SEs' register unless he is an RPE in the structural or the civil engineering discipline, and in the latter case unless he has such practical experience in structural engineering as may be approved by the RC; or

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- (c) A person shall not be included in the GEs' register unless he is an RPE in the geotechnical engineering discipline; and
- (d) In addition the person should have, for a continuous period of 1 year within the 3 years preceding the date of his application, had such practical experience gained in Hong Kong as the RC considers appropriate.

4. The qualifications prescribed under B(A)R 3 for registration as RI are as follows:

- (a) A person must not be included in the Inspectors' register unless he is an AP, RSE, RA, RPE in the building, structural, civil, building services (building) or materials (building) engineering discipline or RPS in the building surveying or quantity surveying division; and
- (b) For AP or RSE, within the 7 years preceding the date of application, he must have experience gained in Hong Kong as an AP, RSE, RA, RPE or RPS in any building repair and maintenance project; or
- (c) For RA, RPE in the building or structural engineering discipline or RPS in the building surveying division, he must, for a period or periods in aggregate of not less than 1 year within 3 years preceding the date of application, have practical experience in building construction, repair and maintenance gained in Hong Kong that the IRC considers appropriate; or
- (d) For RPE in the civil, building services (building) or materials (building) engineering discipline or RPS in the quantity surveying division, he must, for a period or periods in aggregate of not less than 3 years and of which at least 1 year falls within the 3 years preceding the date of application, have practical experience in building construction, repair and maintenance gained in Hong Kong that the IRC considers appropriate.

Registration Committees

5. Under section 3(5) of the BO, the BA is to establish 4 panels with sufficient members from whom he is to appoint committees to be known respectively as Authorized Persons Registration Committees (APRC), Structural Engineers Registration Committees (SERC), Geotechnical Engineers Registration Committees (GERC) and IRC.

6. The function of the RC is to assist the BA in considering applications for inclusion in the relevant register. The RC will examine the qualifications and experience of the applicants and conduct professional interviews with the applicants.

Professional Interviews

7. The scope of professional interviews for AP, RSE, RGE and RI is detailed in Appendix A.

Application for Registration as AP/RSE/RGE/RI

8. Application for registration as AP, RSE, RGE or RI should be submitted in the specified form (Form BA 1) together with the prescribed application fee. In preparing the application documents, applicants should make reference to the “Advisory Notes for Completion of Form BA 1” which is distributed with the specified form.

Retention and Restoration of Names in the Registers

9. The registration of AP, RSE, RGE or RI shall be valid for 5 years.

10. An application for retention of name in a register (i.e. renewal of registration) should be submitted in the specified form (Form BA 1A) in accordance with sections 3(9B) and 3(9C) of the BO. Retention applications received by the BA outside the specified time limit (i.e. not earlier than 4 months and not later than 28 days prior to the date of expiry of the relevant registration) under section 3(9C)(b) of the BO will not be accepted.

11. A person whose name is removed from a register under section 3(11A), 3(11B) or 3(11C) of the BO may, within 2 years beginning on the date the relevant registration expires, apply for restoration of his name to the relevant register. Application for restoration should also be submitted in the specified form (Form BA 1B) in accordance with sections 3(12) and 3(13) of the BO.

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Building Authority

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Professional Interviews for Registration as AP, RSE, RGE and RI

1. Under section 3(5) of the BO, the BA shall establish 4 panels with sufficient members from whom he is to appoint APRC, SERC, GERC and IRC.
2. For an APRC, at least one member of the RC at a meeting hearing an application for inclusion in a register must be on the same list in the APs' register as that on which the applicant wishes to be included;
3. For a SERC, at least one member of the RC at a meeting hearing an application for inclusion must be a RSE;
4. For a GERC, at least one member of the RC at a meeting hearing an application for inclusion must be a RGE;
5. For an IRC, at least one member of the RC at a meeting hearing an application for inclusion should be of the same and at least another one should be of a different professional background as the applicant.
6. An applicant must satisfy the RC on his suitability for inclusion in the relevant register for which he applies. In this context, an applicant has to demonstrate that he has adequate practical experience and general knowledge in his profession to meet local requirements and to discharge his duties in Hong Kong. He will also be expected to have acquired a working knowledge of the BO and allied matters: the main criterion is a thorough understanding of general principles and fundamental requirements.
7. The principal subjects upon which the RC is likely to test an applicant's knowledge include:
 - (a) The objectives of the BO and Regulations and the mechanism of control;
 - (b) The statutory role, functions and duties of an AP, RSE, RGE or RI as the case may be, and those of the BA in respect of private building development, building inspection and repair in Hong Kong;
 - (c) Sufficient general awareness of local conditions to practise efficiently and effectively in Hong Kong without having to make frequent enquiries on matters of common local knowledge;
 - (d) For registration as AP:

A working knowledge of the BO and Regulations, relevant codes of practice and such allied matters as the Town Planning Ordinance and outline zoning plans, lease conditions and the

usual requirements of other authorities relevant to an AP in Hong Kong; (An applicant should therefore be familiar with all the processes from the evaluation of development potential of a private lot through to the issue of an occupation permit.)

- (e) For registration as RSE:

A working knowledge of the BO and in particular those Regulations and relevant codes of practice pertinent to the design and supervision of structural works;

- (f) For registration as RGE:

A working knowledge of the BO and in particular those Regulations, relevant codes of practice, geotechnical standards and technical guidance documents pertinent to the design and supervision of geotechnical works;

- (g) For registration as RI:

A working knowledge of the BO and in particular those Regulations, relevant codes of practice, building safety and health standards pertinent to design and supervision of building works, building safety inspection, preparation of repairs or remedial works proposal and supervision of the necessary repairs or remedial works to remedy the defects or dilapidation of the building and/or to render the building safe;

- (h) The procedures for an AP, RSE, RGE or RI to follow in order to meet local statutory requirements; and

- (i) Practice notes, circular letters and other advisory information published by government departments which are relevant to an AP, RSE, RGE or RI.

Reference Materials

8. A list of legislation and publications affecting the building industry can be found in Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers – ADV-2.

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