

**Requirements on Qualifications and Experience for  
Registration as a Specialist Contractor in the Site Formation Works Category**

**Scope of Works**

All site formation works are specialized works of the site formation category, unless all the following circumstances exist:

- (a) The maximum gradient across the lot from boundary to boundary is not more than 15 degrees.
- (b) The overall gradient of an area bounded by lines 10m outside the lot boundary in any direction is less than 15 degrees.
- (c) There is no slope within the area 10m outside the lot boundary steeper than 30 degrees or higher than 1.5m.
- (d) There is no retaining wall or terrace wall, either within the lot or within the area 10m outside the lot, which is higher than 1.5m.
- (e) No retaining walls or terrace walls higher than 1.5m are to be constructed.
- (f) No slopes steeper than 30 degrees nor higher than 1.5m are to be constructed.
- (g) The combined height of retaining wall and slope to be constructed does not exceed 1.5m.

2. Works which may be carried out by more than one category of contractors are detailed at Appendix 2.

**Qualification and Experience Requirements**

3. The minimum requirements on the qualifications and experience of the key personnel of a registered specialist contractor in site formation works category (RSC(SF)) are given in the following table :

Alternative Requirements	Technical Director (TD)		Authorized Signatory (AS)		Other Officer (OO)	
	Experience	Qualifications	Experience	Qualifications	Experience	Qualifications
1	5 years' experience in geotechnical works, of which 3 years' experience was in local site formation. [See Note (a)]	A bachelor degree or equivalent in a relevant field. [See Note (e)]	5 years' experience in geotechnical works, of which 3 years' experience was in local site formation. [See Note (a)]  Has worked for not less than 18 months in 7 local site formation projects. [See Note (b)]	A higher certificate, diploma or equivalent in a relevant field. [See Note (e)]	-	-
2	8 years' experience in managing a building contractor company or equivalent. [See Note (c)]	-	5 years' local experience in geotechnical works, of which 3 years' experience was in site formation. [See Note (a)]  Has worked for not less than 18 months in 7 local site formation projects. [See Note (b)]	A bachelor degree or equivalent in a relevant field. [See Note (e)]	-	-
3	8 years' experience in managing a building contractor company or equivalent. [See Note (c)]	-	5 years' experience in geotechnical works, of which 3 years' experience was in local site formation. [See Note (a)]  Has worked for not less than 18 months in 7 local site formation projects. [See Note (b)]	A higher certificate, diploma or equivalent in a relevant field. [See Note (e)]	5 years' experience in geotechnical works, of which 3 years' experience was in local site formation. [See Note (a)]	A bachelor degree or equivalent in a relevant field. [See Note (e)]

Appendix 1 (SC-SF)

Alternative Requirements	Technical Director (TD)		Authorized Signatory (AS)		Other Officer (OO)	
	Experience	Qualifications	Experience	Qualifications	Experience	Qualifications
<b>4</b> [See Note (d)]	5 years' experience in geotechnical works, of which 3 years' local experience was in site formation [See Note (a)]	A bachelor degree or equivalent in a relevant field. [See Note (e)]	12 years' experience in site formation. [See Note (a)]  Has worked for not less than 21 months in 7 local site formation projects. [See Note (b)]	Was an authorized signatory under the previous registration system.  Has completed a recognized top-up course.	-	-
<b>5</b> [See Note (d)]	12 years' experience in managing a building contractor company or equivalent. [See Note (c)]	Was an authorized signatory under the previous registration system.  Has completed a recognized top-up course.	12 years' experience in site formation. [See Note (a)]  Has worked for not less than 21 months in 7 local site formation projects. [See Note (b)]	Was an authorized signatory under the previous registration system.  Has completed a recognized top-up course.	-	-
			<b>OR</b> Alternative Requirement 1, 2 or 3 above			

/Notes .....

**Notes to Paragraph 3**

- (a) Experience in geotechnical works/site formation should be substantiated by project details and endorsed by the employers concerned or the AP/RSE/RGE/Registered Contractors(RC)/government architects, engineers or surveyors of the projects. If the person was self-employed, other documentary justification e.g. specified forms under the BO or contract documents may also be acceptable.
- (b) Project experience should be submitted in BD standard form and should be endorsed by the AP/RSE/RGE/RC/government architects, engineers or surveyors of the projects. For the purpose of calculating the period of experience under alternative requirements 1 to 3, aggregation of the durations of experience under different projects of the same period is not permitted.
- (c) Experience in managing a contractor company should be substantiated by a proof of directorship or ownership of the contractor company, or a proof of holding a top management position in the contractor company with overall management responsibilities in technical and financial matters and staff resources. The claimed experience should also be substantiated with project details (e.g. specified forms under the BO or contract documents) to demonstrate that the company was an active contractor when the experience was obtained.
- (d) Alternative requirements 4 and 5 are only applicable to those applicants who had applied for registration under these alternative requirements on or before 31 March 2001. These applicants may continue to apply under alternative requirements 4 and 5.
- (e) The higher certificate, diploma or university degree should be in the field of geotechnical engineering or construction technology such as architecture, building studies, building surveying, civil engineering and structural engineering. Academic qualifications in other fields of studies will be assessed individually by the CRC according to the relevance of the curriculum in relation to the work of an RSC(SF). Only courses with adequate coverage and appropriate proportion of subjects relevant to geotechnical engineering or construction technology (e.g. soil and rock mechanics, foundation engineering, construction technology, building design, structures, temporary works, building and land surveying, building materials, maintenance technology, building services, construction management, etc.) and construction industry practice (e.g. construction laws, contract management, quantity surveying, construction economics, building development, etc.) will be considered. General guidelines on acceptance of academic qualifications for the purpose of contractors registration are detailed at Appendix 3.