

Guidance Notes

Application for Inclusion in the Authorized Persons’/ Structural Engineers’/Geotechnical Engineers’/Inspectors’ Register

- 1 These guidance notes should be read in conjunction with Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-7 on “Application for Registration as Authorized Persons (AP), Registered Structural Engineers (RSE), Registered Geotechnical Engineers (RGE) and Registered Inspectors (RI)”.

Submission of Form BA1 and supporting documents

- 2 Please ensure that all relevant sections of the Form BA1 are completed, including the register in which you apply for inclusion, and the Form is signed.
- 3 You should submit a copy of the certificate of each of the academic and professional qualification you have indicated on the Form BA1 and provide on separate sheets a concise account of your education, professional training and practical experience. Documentary evidence (e.g. a copy of registration certificate/card) should also be submitted to substantiate your first and current registration with the Architects/Engineers/Surveyors Registration Board.

Prescribed qualification

- 4 If you are applying for registration as RI (except an AP/RSE with prescribed qualification as mentioned in paragraph 4(b) of PNAP APP-7), you are required to specifically demonstrate your practical experience gained in Hong Kong in the 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.
- 5 If you are an AP/RSE with prescribed qualification as mentioned in paragraph 4(b) of PNAP APP-7, you are only required to substantiate your current registration with the ARB/ERB/SRB and demonstrate your practical experience gained in Hong Kong in building safety inspection, preparation of repairs or remedial works proposal and supervision of the necessary repairs or remedial works. The scope of the project that may be recognized by the Building Authority (BA) should be a comprehensive inspection and repair of an entire building e.g. repair works carried out in response to advisory letters or repair orders issued under the Buildings Ordinance, or repair works carried out under the Operation Building Bright or term contract for maintenance and repair to government buildings.

- 6 To ensure that you are currently on the register under the Architects/Engineers/Surveyors Registration Ordinance, the BA will seek confirmation from the relevant Registration Board as he may think fit.

Account of practical experience

- 7 The account of practical experience should be in the format as shown in Guidance Note GN-BA1 Appendix A/Appendix B/Appendix C/Appendix D, which demonstrates compliance with Building (Administration) Regulation 3(6), 3(7), 3(8), 3(9) or 3(10) as the case may be. You are required to seek your previous and present employers' certification on the practical experience. If practical experience of more than the required years is submitted, only the experience claimed for the required years preceding the submission of the application has to be endorsed by the previous and present employers. The format of the employer's certification is also shown in Guidance Note GN-BA1 Appendix A/Appendix B/Appendix C/Appendix D.
- 8 For practical experience gained in the private sector, the employer's certification should contain the following information:
 - a) name, capacity and signature of the employer or his representative;
 - b) company address and telephone number; and
 - c) company chop.

The employer or his representative certifying the practical experience should preferably be an AP, RSE, RGE or RI (i.e. AP certifying AP applicant's practical experience, RSE certifying RSE applicant's practical experience, AP/RSE/RGE certifying RGE applicant's practical experience and AP/RSE/RI certifying RI applicant's practical experience).

- 9 For practical experience gained in a government department, you are required to seek the relevant supervisory staff of the government department to certify the experience. The name of the person certifying the experience, his post and telephone number as well as the name and address of the government department concerned must be indicated.
- 10 If the applicant is unable to obtain the required certification of practical experience from his employers in the required format, he should provide justifications and other documentary proof to demonstrate compliance with the requirements of Building (Administration) Regulation 3(6), 3(7), 3(8), 3(9) or 3(10). The acceptability of the practical experience which is not endorsed in accordance with paragraphs 7 to 9 above will be subject to special consideration of the respective Registration Committee.

- 11 The BA may conduct audit checks on the practical experience by seeking direct confirmation from your previous or present employer(s) to verify the experience claimed in the application.
- 12 Applicants are reminded that failure to submit an account of practical experience with employers' certification in the required format may delay the processing or result in rejection of the application.
- 13 Any person making a false certification/declaration or misrepresenting a material fact shall be guilty of an offence and liable to prosecution or disciplinary action where applicable.

Professional interview

- 14 Regarding the professional interview as stipulated in PNAP APP-7, further information is provided in Appendix E to H of this Guidance Notes.
- 15 Enquiries regarding applications for inclusion in the authorized persons'/structural engineers'/geotechnical engineers'/inspectors' register should be addressed to the Registration Unit of the Buildings Department, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon (Tel No: 2626 1616 handled by 1823 Call Centre and Fax No: 2537 4992).