

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

Scope of Works

All ventilating system works to which the Building (Ventilating Systems) Regulations apply are specialized works under the ventilation category.

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 the ventilation works category (RSC(V)) 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' local experience in ventilating system works. [See Note (a)]	A diploma, higher certificate or equivalent in a relevant field. [See Note (e)]	3 years' local experience in ventilating system works. [See Note (b)]	A diploma, ordinary certificate or equivalent in a relevant field. [See Note (e)]	-	-
2	8 years' experience in managing a ventilation contractor company or equivalent. [See Note (c)]	-	3 years' local experience in ventilating system works. [See Note (b)]	A diploma, higher certificate or equivalent in a relevant field. [See Note (e)]	-	-
3	8 years' experience in managing a ventilation contractor company or equivalent. [See Note (c)]	-	3 years' local experience in ventilating system works. [See Note (b)]	An ordinary certificate or equivalent in a relevant field. [See Note (e)]	3 years' local experience in ventilating system works. [See Note (a)]	A diploma, higher certificate or equivalent in a relevant field. [See Note (e)]

<p>4 [See Note (d)]</p>	<p>5 years' local experience in ventilating system works. [See Note (a)]</p>	<p>A diploma, higher certificate or equivalent in a relevant field. [See Note (e)]</p>	<p>8 years' local experience in ventilating system works [see Note (a)], of which 5 years were endorsed experience [see Note (b)].</p>	<p>Was an authorized signatory under the previous registration system. Has completed a recognized top-up course.</p>	<p>-</p>	<p>-</p>
<p>5 [See Note (d)]</p>	<p>8 years' local experience in managing a ventilation contractor company or equivalent. [See Note (c)]</p>	<p>Was an authorized signatory under the previous registration system. Has completed a recognized top-up course.</p>	<p>8 years' local experience in ventilating system works [see note (a)], of which 5 years were endorsed experience [see Note (b)].</p>	<p>Was an authorized signatory under the previous registration system. Has completed a recognized top-up course.</p>	<p>-</p>	<p>-</p>
			<p>OR Alternative Requirement 1, 2 or 3 above</p>			

Notes to Paragraph 3

(a) Experience in ventilating system works should be substantiated by project details and endorsed by the employers concerned, an AP, a Registered Professional Engineer(RPE) of a relevant field, the Registered Contractors(RC) or the government architects, engineers or surveyors of the projects. If the person was self-employed, other documentary justification e.g. contract documents may also be acceptable.

(b) Experience should be substantiated by project details and endorsed by an AP, a RPE in a relevant field, the RC or the 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)

- (c) Experience in managing a ventilation 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. 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 ordinary certificate, higher certificate or diploma should be in the field of building services, mechanical engineering or electrical 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(V). Only courses with adequate coverage and appropriate proportion of subjects relevant to ventilation works (e.g. ventilation systems, building services, electrical, mechanical and fire engineering, engineering mechanics, thermodynamics, fluid mechanics, etc.) will be considered. General guidelines on acceptance of academic qualifications for the purpose of contractors registration are detailed at Appendix 3.