

**Advisory Notes for Completion of Form BA 1**  
**Application for Inclusion in the Authorized Persons’/**  
**Structural Engineers’/Geotechnical Engineers’/Inspectors’ Register**

- 1 These advisory notes should be read in conjunction with Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-7 on “Application for Registration as Authorized Persons (AP), Registered Structural Engineers (RSE), Registered Geotechnical Engineers (RGE) and Registered Inspectors (RI)”.
- 2 Please ensure that all relevant sections of the Form BA 1 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 BA 1 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.
- 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.
- 7 The account of practical experience should be in the format as shown in 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 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.
- 14 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, 12/F – 18/F, Pioneer Centre, 750 Nathan Road, Kowloon (Tel No: 2626 1616 handled by 1823 Call Centre and Fax No: 2625 0437).

**SAMPLE****Account of Practical Experience  
Application for Inclusion in the Authorized Persons' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date \*

7.02- present	ABC Architects Ltd.
	As Senior Architect involved in:
8.03 – present	1. Hotel development, No. X Canton Road, Tsimshatsui, K.I.L. 1111 (30-storey tower over 3-storey podium) <ul style="list-style-type: none"> <li>- site investigation</li> <li>- site formation</li> <li>- negotiation with Lands Department and Planning Department on lease and planning matters</li> <li>- co-ordination with geotechnical and E&amp;M consultants</li> <li>- submission of site formation and building plans to Buildings Department (BD) for approval</li> <li>- attending site inspections with BD and Geotechnical Engineering Office (GEO).</li> </ul>
7.02-8.03	2. Office/Commercial development at No. X Queen's Road Central (26 storeys) <ul style="list-style-type: none"> <li>- preparation of building, drainage and demolition plans</li> <li>- co-ordination with RSE and E&amp;M consultants</li> <li>- submission of building, drainage and demolition plans to BD for approval</li> <li>- site inspections</li> <li>- attending Occupation Permit (OP) inspections with Fire Services Department (FSD) and BD.</li> </ul>
<b>Employer's Certification</b>	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Capacity: e.g. Director	Company Name : ABC Architects Ltd.
Company Address:	Telephone Number:
Company Chop:	Date:
Registration No.:	API xx/xx
1.00- 7.02	DEF Department, Government of the HKSAR.
	As Architect involved in:
1.00 – 7.02	1. Alteration and addition works of school at No. X Lockhart Road, H.K. <ul style="list-style-type: none"> <li>- preparation of building and drainage plans</li> <li>- co-ordination with geotechnical and E&amp;M consultants</li> <li>- site inspections, and attending site inspections with other departments.</li> </ul>
<b>Employer's Certification</b>	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Post: e.g. Chief Architect	Department and Section/Unit: DEF Department, New Works Section
Office Address:	Telephone Number:
	Date:
8.95- 1.00	GHI Associates, Architects (HK) Ltd.
	As Assistant Architect involved in:
8.95 – 1.00	1. Composite building at No. X Robinson Road(26-storey domestic tower over 3-storey commercial podium) <ul style="list-style-type: none"> <li>- preparation of plans, submission of building plans to BD for approval</li> <li>- site inspections</li> <li>- attending OP inspection with FSD &amp; BD.</li> </ul>

\* If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.

SAMPLE

**Account of Practical Experience  
Application for Inclusion in the Structural Engineers' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date \*

7.02- present	GHI & Partners
8.03 – present	As Senior Structural Engineer involved in: 1. Hotel development, No. X Canton Road, Tsimshatsui, K.I.L. 1111 (30-storey tower over 3-storey podium) - site investigation - co-ordination with AP and geotechnical consultant - submission of structural and foundation plans to Buildings Department (BD) for approval - site inspections, and attending site inspections with BD.
7.02-8.03	2. Office/Commercial development at No.X Queen's Road Central (26 storeys) - site investigation - co-ordination with the AP and other consultants - submission of structural plans to BD for approval - site inspections, and attending site inspections with BD.
<b>Employer's Certification</b>	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name: _____ Signature*: _____ Registration No.: RSE xx/xx	
Capacity: e.g. Director _____ Company Name : GHI & Partners	
Company Address: _____ Telephone Number: _____	
Company Chop: _____ Date: _____	
11.99- 7.02	DEF Department, Government of the HKSAR.
11.99 – 7.02	As Structural Engineer involved in: 1. Alteration & addition works to School at No.X Lockhart Road, H.K. - preparation of structural plans - co-ordination with architect and other consultants - site inspections, and attending site inspections with other departments.
<b>Employer's Certification</b>	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name: _____ Signature*: _____	
Post: e.g. Chief Structural Engineer _____ Department and Section/Unit: DEF Department, New Works Section	
Office Address: _____ Telephone Number: _____ Date: _____	
1.94- 11.99	ABC & Associates.
1.94 – 11.99	As Assistant Structural Engineer involved in: 1. Composite building at No. X Robinson Road(26-storey domestic tower over 3-storey commercial podium) - preparation of structural plans - submission of structural plans to BD for approval - site inspections and attending site inspection with BD.

**\* If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.**

**SAMPLE**

**Account of Practical Experience  
Application for Inclusion in the Geotechnical Engineers' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date \*

6.02 – present	XYZ & Partners
8.03 – present	As Senior Geotechnical Engineer involved in:
6.02 – 8.03	<ol style="list-style-type: none"> <li>Residential Development at No. Y, Po Shan Road, IL 9999, Mid-levels (30-storey building) <ul style="list-style-type: none"> <li>preparation of ground investigation plans and site formation plans for Buildings Department's (BD) approval (the site is within Scheduled Area No. 1)</li> <li>preparation of performance review report on the completed site formation works</li> <li>coordination with AP/RSE</li> <li>carrying out Category I qualified supervision</li> <li>attending site inspections with BD and Geotechnical Engineering Office (GEO)</li> </ul> </li> <li>Residential Development at No. X Tin Lung Road, Tin Shui Wai, T.S.W.T.L. 1144 (5 Nos. 26-storey tower blocks over a 3-storey podium building) <ul style="list-style-type: none"> <li>preparation of ground investigation plans for BD's approval (the site is within Scheduled Area No. 2)</li> <li>preparation of geotechnical report for the foundation works</li> <li>preparation of performance review report on the completed foundation works</li> <li>coordination with AP/RSE</li> <li>carrying out Category I qualified supervision, and attending site inspections with BD and GEO</li> </ul> </li> </ol>
<b>Employer's Certification</b>	
I hereby certify that the record of practical experience of the applicant, Mr XXX listed above is true and correct.	
Name:	Signature*:
Capacity: e.g. Director	Company Name: XYZ & Partners
Company Address:	Telephone Number:
Company Chop:	Date:
6.01 – 6.02	DEF Department, Government of the HKSAR
6.01 – 6.02	As Geotechnical Engineer involved in:
6.01 – 6.02	<ol style="list-style-type: none"> <li>Public Housing Development at Tai Po New Town Area 17D <ul style="list-style-type: none"> <li>site investigation</li> <li>preparation of site formation plans</li> <li>coordination with architect and structural engineer</li> <li>site inspections</li> <li>attending site inspections with other departments</li> </ul> </li> </ol>
<b>Employer's Certification</b>	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Post: e.g. Chief Geotechnical Engineer	Department and Section/Unit: DEF Department, Geotechnical Section
Office Address:	Telephone Number:
	Date:
1.99 – 6.01	ABC & Associates
1.00 – 6.01	As Geotechnical Engineer involved in:
1.99 – 1.00	<ol style="list-style-type: none"> <li>Residential development at No. Z, Mt. Davis Road, Hong Kong (2 Nos. 30-storey residential buildings) <ul style="list-style-type: none"> <li>site investigation</li> <li>preparation of site formation plans for BD's approval</li> <li>coordination with AP/RSE</li> <li>site inspections</li> </ul> </li> <li>DH Order No. DH1234/K/98/C at No. A, Nam Cheong Street, Sham Shui Po <ul style="list-style-type: none"> <li>site investigation</li> <li>preparation of remedial works plans for BD's approval</li> <li>coordination with AP/RSE</li> <li>site inspections</li> </ul> </li> </ol>

\*If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.

SAMPLE

**Account of Practical Experience  
Application for Inclusion in the Inspectors' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date \*

7.04- present	GHI & Partners
	As Senior Project Surveyor involved in:
8.06 – present	1. Maintenance works under the “Operation Building Bright”, No. X Canton Road, Tsimshatsui, K.I.L. 1111 (30-storey domestic tower over 3-storey podium) <ul style="list-style-type: none"> <li>- condition survey</li> <li>- co-ordination with RSE</li> <li>- submission of structural and drainage plans to Buildings Department (BD) for approval</li> <li>- supervision for maintenance works.</li> </ul>
7.04-8.06	2. Office/Commercial Alteration and Addition Works at No. X Queen’s Road Central (26 storeys) <ul style="list-style-type: none"> <li>- site investigation</li> <li>- co-ordination with the AP and other consultants</li> <li>- submission of building plans to BD for approval</li> <li>- site inspections, and attending site inspections with BD.</li> </ul>

**Employer’s Certification**

I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.

Name: xx/xx	Signature*:	Registration No.: AP/RSE/RI
Capacity: e.g. Director	Company Name : GHI & Partners	
Company Address:	Telephone Number:	
Company Chop:	Date:	

11.02- 7.04	DEF Department, Government of the HKSAR.
	As Maintenance Surveyor involved in:
11.02 – 7.04	1. School Improvement Scheme at ABC School, No. X Lockhart Road, H.K. <ul style="list-style-type: none"> <li>- preparation of building and drainage plans</li> <li>- co-ordination with architect and other consultants</li> <li>- site inspections, and attending site inspections with other departments.</li> </ul>

**Employer’s Certification**

I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.

Name:	Signature*:	Department and Section/Unit: DEF Department, School Improvement Unit
Post: e.g. Chief Structural Engineer	Telephone Number:	
Office Address:	Date:	

**\* If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.**