

For official use only

Application No.: C-BMR-\_\_\_\_\_

## Application Form for Certification of Building Information Modelling (BIM) Managers

### Important Notes to Applicants

1. Please read carefully the “Application Guide for Certification of Building Information Modelling (BIM) Managers” BEFORE completing this application form.
2. A grace period of one year is allowed before new applicants are required to submit a completion certificate for a CIC-accredited BIM Manager Course in support of their applications. This grace period will end on 31 December 2019.
3. Certified true copies of academic qualification(s) and professional membership certificates, curriculum vitae including a detailed profile of the BIM projects in which the applicant has been involved, the applicant’s role, and the nature of BIM duties, responsibilities and experience gained), and documentary evidence (e.g. letters from employers, etc.) must be included in the application.
4. This Application Form together with all necessary supporting documents (either softcopies or hardcopies) must be submitted by mail to the BIM Department - Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, or by email to bimcas@cic.hk. Please state “Private and Confidential - Application for Certification of BIM Manager” on the envelope or email subject. This application form must be submitted together with the documents, if applicable, listed in the Document Checklist. Please provide other relevant supporting documents where necessary. Original diploma, certificate, degree transcript or other important documents should **NOT** be sent to CIC by mail.
5. Upon submission, this Application Form and all other attached documents become part of CIC records and are not returnable regardless of the assessment result.
6. Entries in Sections 2 to 6 of this form should be made in reverse order of time, i.e. starting with the most recent.

### Application for

BIM Manager Certification (Normal Route)	<input checked="" type="checkbox"/>
BIM Manager Certification (Grandfathering Route) ^ See Note 5 in the Application Guide	<input type="checkbox"/>



\* Mandatory field # Delete as appropriate  
 Input "N.A." if it is not applicable.

<b>Section 1 Personal Particulars</b> (Please enter your name as shown on your HKID or other identification documents)		
Surname* NG	Given Names in full* Siu Man	
Prof. /Dr. /Mr. /Mrs. /Ms. /Miss*#	Female/Male* #	HKID/Passport No.*# B123456(7)
Chinese Name (If applicable) 吳小文		Date of Birth (dd-mm-yyyy)* 01-01-1979
Correspondence address (P.O Box is not acceptable)* Flat B, 29/F, Block 2, ABC, Kwun Tong, Hong Kong		
Tel No. (Office) N.A.	Tel No.(Mobile)* 92345678	Tel No. (Home) N.A.
Email Address* siuman@abc.com		
Company Name* Maximum Holdings Limited		
Position* Manager		Department* Business Development Department
Company Address* 3/F, 56 ABC Street, Kwun Tong, Kowloon, Hong Kong		

<b>Section 2 Academic Qualifications (In reverse order)*</b>					
From (mm/yy)	To (mm/yy)	Name of Academic Institution	Mode of study (Part-time, Full-time, Distance Learning)	Awarded Title	Date Achieved (mm/yy)
09/07	05/09	CDE University (USA)	Part-time	MSc in Intelligent Building Technology and Management	11/09
09/03	05/06	The University of Hong Kong	Full-time	BEng(Hons) in Civil Engineering	11/06
09/98	06/00	BBC Community College (UK)	Full-time	Higher Diploma in Building Engineering	11/00

+ Please insert additional rows in the word document (if applicable).

<b>Section 3 Professional Qualifications (In reverse order)</b>			
Name of Professional Body*	Membership/Title*	Date achieved* (mm/yy)	Membership Expiry Date* (mm/yy)
The Institution of Engineering and Technology (IET)	Full Member	03/14	12/19
BuildingSmart International (HK) Limited (bsHK)	Full Member	03/14	12/19
The Hong Kong Institute of Building Information Modelling (HKIBIM)	Professional Member	04/11	12/19
Autodesk Certified Project Professional / Engineer in Revit	Certified Project Professional/Certified Engineer	11/06	12/19

+ Please insert additional rows in the word document (if applicable).

<b>Section 4 BIM Related Education/Certification (In reverse order)*</b>					
From (mm/yy)	To (mm/yy)	Name of Course Provider	Mode of study (Part-time, Full-time, Distance Learning)	Course Name/ Awarded Title	Duration (hours)
01/19	01/19	AAA Company	Part-time	Certificate of BIM Manager Course	39
03/06	03/06	ABC Software Training Company	Part-time	Revit Basic	30

+ Please insert additional rows in the word document (if applicable).

<b>Section 5 Employment History (In reverse order)*</b>					
From (mm/yy)	To (mm/yy)	No. of months	Name of Organisations	Position	Scope and Responsibilities
09/14	01/19	52	Maximum Holdings Limited	Manager	Oversee the BIM related business including tendering (both technical and fee aspect), project operation, human resource management and recruitment, training services, administration, etc.
08/09	09/14	61	Minimum Limited	Senior Engineer	Oversee the company's BIM- related projects. BIM standard establishment. BIM and 2D production planning, monitoring, control and QC.

09/06	08/09	35	LEC Ltd.	Engineer	Engineering drafting, 3D building modelling for interior design, visualisation and coordination.
Total		148			

+ Please insert additional rows in the word document (if applicable).

^ Applicant should count only once for experience in overlapping periods.

<b>Section 6 Practical Experience in BIM (In reverse order)*</b>								
In the past 5 years at least 2 years of practical experience in BIM (stationed in Hong Kong for at least 6 months).								
Each listed project should be provided with documentary evidence (Refer to Application Guide 4.1 (d)).								
Project Ref. *	From (mm/yy)	To (mm/yy)	No. of months you worked on this project	No. of months you worked on this project in Hong Kong	Name of project (Hong Kong or overseas)	No. of Project team members (Including the applicant)	Your position in this Project	Scope, responsibilities and experience gained
PR01	02/18	08/18	7	7	Residential development at Yuen Long (Hong Kong)	8	Project Manager, BIM Trainer	Tendering & Contracting, Oversee BIM consultancy services including BIM advisory, BIM training, coordination.  Experience gained: coordination and communication with various parties.
PR02	04/18	08/18	5	1	Shenzhen Hotel Revitalisation (Overseas)	7	Project Manager	Tendering & Contracting, Oversee BIM consultancy services including BIM modelling, visualisation and coordination, statutory and tender drawings.  Experience gained: learned the coordination and modeling management at podium ceiling and underground services.
PR03	11/14	08/18	45	45	Advanced Learning Centre in Wan Chai (Hong Kong)	15	Project Manager, BIM Lecturer	Tendering & Contracting, oversee full 5D BIM consultancy services, including BIM execution planning, tendering and procurement, variation management and software training. Experience gained: A brush up of our training skill to students.
PR04	10/14	12/16	26	26	Tuen Mun Specialist clinic at Tuen Mun Hospital (Hong Kong)	10	BIM Manager	To oversee & manage construction full 5D BIM services, and setting up project 5DBIM standard.

								Experience gained: First Project using Revit for tender drawing production
		Total^	46	42				

+ Please insert additional rows in the word document (if applicable).

^ Applicant should count only once for experience in overlapping periods.

\*Please indicate the Project Reference on your Portfolio.

SAMPLE

**Section 7 Competency Statement (NOT APPLICABLE to Grandfathering Route Applicants)**

Core Competency 1	BIM Initiation (Ability to describe BIM concept definitions and scope, BIM standards and guidelines in the Hong Kong and global contexts).
Minimum achieved level	Level 2 = Knowledge and understanding of the subject and its application.

Please describe below (using between 150 and 300 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.

Guiding Questions for reference only

- What BIM Concepts have you understood through project experience and/or learning? How did you appreciate the BIM Concepts in your projects? (e.g. Do you find the BIM Concepts useful in the projects?) Give reasons to support your answer.
- Which BIM Standards or Guidelines have you used for the projects you were involved in?

BIM becomes an essential element in construction project that not only limited to a digital representation of a built environment/facilities to be built but also the platform for design coordination and collaboration. It is a data repository for data access and exchange throughout the project lifecycle. BIM needs experienced & knowledgeable people, adequate tools and well defined process under a reasonable situation (resource, cost & time) that can definitely and cost-effectively facilitate the project in many dimensions. BIM has the possibilities to act as a base or integrate with many different aspects such as GIS, IOT, big data for different objectives and purposes.

My projects involved US AIA BIM Standards, Singapore BIM Guides, Hong Kong Housing Authority BIM Standards, Hong Kong CIC BIM Standards and some client-specific BIM standards. In some cases, I had to follow particular BIM standards and in some other cases made references only with or without customisation to fit he projects.

Core Competency 2	BIM Software and Technologies (Ability to explain BIM software, the modelling process, and current and upcoming technologies).
Minimum achieved level	Level 2 = Knowledge and understanding of the subject and its application.

Please describe below (using between 150 and 300 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.

Guiding Questions for reference only

- Which BIM software have you had experience in/used for the projects you were involved in? Which software was used for the BIM aspects in these projects? What were the reasons for choosing that software over others? How does the software and technology support the delivery of concepts?
- What are the current and upcoming trends in BIM technology? How do you keep yourself updated with the fast growing BIM technology?

I have used Autodesk Revit, CFD Simulate, Navisworks for some projects. The BIM uses including design authoring, design review, cost estimation, site analysis, drawing generation, facility energy analysis (CFD, heating/cooling load analysis), existing conditions modelling (modelling based on point cloud), 3D coordination, as-built modelling, phase planning (4D modelling), site utilization planning (site layout planning, site logistics planning), asset management (BIM to enable facility and asset management).

The reason for choosing the software was mainly because of the EIR or verbal instruction received, sometimes it depended on the availability of resource (only Revit-competent staff was available for carrying out the projects). I have also used Graphisoft ArchiCAD for some design and build projects since the tendering stages because our top management promotes this software and we have expertise to use the software to carry out most of the BIM works for such projects, the BIM uses including design authoring, design reviews, cost estimation, drawing generation, facility energy analysis, existing conditions modelling (modelling based on point cloud), 3D coordination, site utilisation planning, sustainability evaluation (feasibility study of lifecycle energy consumptions). I also used other BIM software such as Tekla, for modelling prefab, mould, steel structure, rebar, etc. and used VICO for project management in terms of 4D time & 5D cost because we promote them and they are real tailored for such usages.

I believe that the upcoming trend in BIM is automation through scripting/programming and even artificial intelligence for modelling, design optimisation, fabrication, building maintenance and work ordering. The integration of BIM and GIS to scale up the big data management in a city basis is another big area in software development. In hardware aspect would be the extensive usage of VR, AR, MR, drone, laser scanning and robotics, etc.

Core Competency 3	BIM Uses and Processes (Ability to understand BIM uses and BIM software applications, and to design and manage the overall process of a BIM project).
Minimum achieved level	Level 4 = Ability to perform the subject without supervision and advise others.

Please describe below (using between 400 and 800 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.

Guiding Questions for reference only

- Please state the BIM application/management experience of a project you have worked on in any of the following stages.  
Strategic/Pre-tender/Design/Construction/Handover/Operation & Maintenance Stage  
What were the BIM processes you have worked out in that stages?
- Give examples of problems you have encountered, if any, in the processes. What steps you have taken to resolve the problems? What benefit did you provide to the process?

An example project is a private hospital new building where I was the BIM consultant or services provider. I was involved in the project since its early design stage and gained valuable experience in BIM application and management.

Originally there was no BIM specifications from the employer, so I proposed and contractually agreed the BIM requirements directly with the employer the detail for each intended BIM use, set and align the expectations of the outcome. And then established the BIM execution plan including the roles and responsibility, BIM scope of works, selection of BIM standards and customisation to fit the project, define the BIM workflow, schedule the deliverable programme, communication protocol, etc. throughout the project stages.

More importantly I did the risk identification and agreed with the employer for the degree of liability in case of particular issues such as out of original scope of work, extra request, extension of time that may occur in the project. This could minimise subsequent variation orders in the later stage of the project and I therefore could negotiate a reasonable additional resource, time and cost with the employer. The BIM processes I had worked on including the design coordination and review (e.g. clash detections), BIM for BQ and tendering processes (BIM formed part of the tender documents, the BIM models were not only reference but the tenderers have to check the design layout and take the quantity of selected trades and elements for tender estimation), and drawing productions such as tender drawings, combined services drawings, combined builder's works drawings. I had also involved in the process of using laser scanning to collect point cloud for existing ELS and its conversion to BIM model for subsequent production of BIM simulation for visualise the demolition and construction activities for the entire project team including the foreman and workers before built.

An example of problem encountered is in the coordination processes. When it came to the stage with more sub-contractors engaged, the role and responsibility of the existing and new parties became sort of confuse, the design liabilities including the production and issuance of drawings were updated and refined to avoid conflicts and dispute, because those sub-contractors or specialists also had their design liabilities in elaborating the detail to enable



constructability and buildability. As the BIM services provider contractually under the employer, we kept updating the BIM models for those sub-contractors requiring their endorsement and authoring for submission to the management contractor for future design coordination. I resolved the confusion of design liability by proposing refinement in roles and responsibility and the design liability through many rounds of meetings with the employer and all involved parties for a mutual agreement, it took some time and efforts but necessary.

Core Competency 4	Digital Information Management, Collaboration and Integration (Ability to plan and execute the setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project).
Minimum achieved level	Level 4 = Ability to perform the subject without supervision and advise others.

Please describe below (using between 400 and 800 words) how you have achieved the minimum level of the core competency above with specific examples from projects you have worked on.

Guiding Questions for reference only

- How did you manage the digital information of the project you have worked on? How did you establish the Common Data Environment, if any? What was the software platform used? Why did you choose this platform over others? How did you address interoperability issues?
- How did you collaborate/integrate among different parties in different phases of the projects?
- Give examples of problems you have encountered, if any, from your involvement in digital information management, collaboration and integration of the projects. What were the lessons learnt? What value did you bring to the project?

The first thing in management of digital information of a project is to identify the ultimate use of the digital information, whether for as-built record, facility management, operation and maintenance or employers, involved facility operation team shall identify the types and quantities of building information that are to be included in the digital database or the common data environment. After that is the selection of a right platform, either required by the employer or by proposal if there was no direction from the employer.

My experience included different cases. One case was an office building development for a private developer, the common data environment, actually it was an online based drawing management system for the project team to share and submission drawing files and the platform was used in the construction stage only then archived the database in a CD-ROM and handover to the Employer for record purpose. It was a proprietary product from a sister company under the same Group (mother company), we proposed it to the client because of cost issue and fit-for-purpose that satisfied the client's needs.

Another case was a new medical centre for a private hospital client, the project adopted a US based solution, the Prolog by Trimble. It was used because the employer selected it after evaluated other proposed solutions, Prolog allows data submission, storage and exchange, and also allow the project team to customise a workflow to define the process for submission

and approval involving different project parties. The platform offers alerting and notification features based on user configuration.

The last example case was a large-scale residential development for a private developer that involved several BIM authorising software for design such as ArchiCAD and Revit. We proposed several common data environment including Trimble connect plus Prolog, Ecodomus, BIMCollab, etc. The Employer finally selected to try the BIMCollab because it supports multiple file format which suits the project needs and it offers a user friendly interface with features such as issue tracking and online BIM model viewing.

No matter which phase or across phases of a project, what I did was to setup the communication protocol within the BIM execution plan agreed by the team, e.g. types of software and their versions which shall be interoperable. And establish a collaboration platform to allow BIM models from different software, plus schedule meetings agreed with the team therefore to integrate them to come for co-located collaboration and coordination to resolve issues and make decision in an effective and structured way.

For the problem encountered, it was about software upgrade. In my case, the employer keen on upgrading the software to a newer version, from Revit 2016 to Revit 2018. However, it involved all parties because not only the design architect but also the structural engineer, MEP consultant, the management contractor, sub-contractors and specialists have all implemented Revit in their own corporates. The problems or issues are, firstly some parties have to get approval from their own corporate that needs to go through some policies and arrangement, not project base. Another problem is the possibility of data lost due to BIM model upgrade, so my team did a round of comprehensive testing on all involved discipline models to ensure the data integrity could be maintained after such upgrade, and to agree with the project parties on the schedule of the upgrade.

Core Competency 5	Commercial and Contractual Aspects (Ability to describe commercial and financial issues of BIM as well as BIM-related contractual issues).
Minimum achieved level	Level 1 = General appreciation of the subject and an understanding of how the subject may affect, or integrate with other subjects.
Please describe below (using between 150 and 300 words) how you have achieved the minimum level of the core competency above, with specific examples (if applicable) from projects you have worked on.	
<p>Guiding Questions for reference only</p> <ul style="list-style-type: none"> <li>● What are the commercial benefits of adopting BIM in the projects and hence to an organisation? What are the constraints? How did you promote the use of BIM in the company/projects you have worked for/on? How will you promote the use of BIM in future? <i>(suggest clearer to separate the previous &amp; future aspects here)</i></li> </ul>	

- What are the contractual risks of using BIM in a project? How could you overcome/reduce this risks? What was your involvement in terms of contractual matters in the projects you have worked on?

The commercial benefits of using BIM are the reduction of potential risks and abortive works by adopting BIM in an early stage of a project, hence support budget and resources control and guarantee the outcome and return to match the objectives. BIM also can support feasibility study, people can invest a little bit to test and simulate many scenarios for planning and design with different results within a short period of time and with much less effort. However, BIM cannot do everything and no single software can do all the tasks, people shall firstly figure out what are their objectives and what they want to achievements through BIM. They shall understand the capability of the current BIM technology and what are the requirements for delivering a good BIM or to deliver a better project through appropriate adoption of BIM. I did promote the use of BIM through periodic workshops for reviewing/lesson learnt and sharing on the uses of BIM in the project as well as experience sharing to other client or project team whenever appropriate, what are doing good and if any improvements are needed or if any new technology/approach that could be implemented.

Undefined or unclear design liability, scope of works of using BIM, and definitions of roles and responsibility are the common risks that shall be specified and addressed in contractual documents e.g. EIR or agreements and shall be top down from the employer at early stage of the project. In terms of contractual matter, I was responsible for all tenders and proposal of BIM projects which required to estimate the manpower resources, time, cost and prepare all contractual documents, as well as dealing with insurance company for the matter of all kind of insurances that are required or shall be taken into account for risk management.

Core Competency 6	<b>Communication Skills</b> (Ability to apply effective interpersonal and communication skills in a variety of public and interpersonal settings, such as presentations, meetings, report/training material writing, etc.).
Minimum achieved level	Level 4 = Ability to perform the subject without supervision and advise others.

Please describe below (using between 250 and 500 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.

### Guiding Questions for reference only

- Describe or provide proof of your involvement in any of the following:
  - Conference/seminar presentations
  - In-house presentations
  - Project coordination meetings
- Using the project coordination meeting as an example, how did you plan/conduct the meeting to demonstrate your effective interpersonal and communication skills?
- Describe or provide proof of your involvement in any of the following:
  - Formal report writing, e.g. technical proposal
  - Writing articles or speeches for senior management
  - Writing in-house training manual

I gave a presentation for a seminar in the Autodesk University in 2008. For in-house presentation, as my role was either project director or BIM manager or trainer or a combination of them, that I presented to my project teams the overall situation, any employer's news and latest requirements and ask for team members to report their individual progress. I led/arranged the project coordination meeting for those BIM projects my company took the BIM manager or coordination role, or in some cases I assigned the coordination role to the BIM manager or BIM coordinator of my team and I acted as a supporting role so that I could develop their skills in coordination and presentation.

An agenda was prepared in advance for each meeting, plus consolidated project issues (e.g. design conflicts, missing design information) together with the BIM models with saved views, drawings or information highlighted item by item. The meetings were conducted in appropriate venue that equipped with powerful workstation, projector & screen and pointer even in some cases with smart boards and/or VR cardboards for presentation, and sometimes involved teleconference in the same time. All equipment and presentation materials were tested in advance of the meeting. Presentations were done by going through item by item and the important thing was to take note which party to follow the items by a due date agreed in case they were revolved in the meeting. A meeting minute would be prepared and circulate with necessary materials for the parties to follow. In some cases, the coordination platform was cloud based. English, Cantonese and Mandarin were the languages used in different situation.

I produced about a hundred of technical proposals/contract agreements about the BIM services in the past ten years. For senior management's presentation, I contributed both presentation materials and scripts. I developed the in-house BIM standards (with reference to renown regional and international BIM standards), software-specific user manual (e.g. Revit Architecture, Structure & MEP, Navisworks), guideline (e.g. MEP general practice for BIM project) and led my team to upkeep all such documents.

<b>Section 8 References*</b>		
Please provide details of two referees, the first of which must be your most recent employer or client.		
	<b>First referee</b>	<b>Second referee</b>
Full Name	Chan Ying Wai	Lai Siu Fung
Contact Number	2345 6789	2123 4567
Email Address	chanyingwai@abc.com	laisiufung@123.com
Relationship with applicant	Supervisor	Former colleague

<b>Section 9 Declaration and Undertaking*</b>		
		<b>Please tick the following boxes to confirm</b>
1)	I am a relevant BIM practitioner currently competent to practise in the following field: <input checked="" type="checkbox"/> Architecture/ <input type="checkbox"/> Engineering/ <input type="checkbox"/> Construction/ <input type="checkbox"/> Operation/ <input type="checkbox"/> Surveying/ <input type="checkbox"/> Others: _____	<input checked="" type="checkbox"/>
2)	I have not been convicted of a criminal offence in Hong Kong or elsewhere of an offence and sentenced to imprisonment, whether suspended or not. ("Conviction" means a finding by the court of guilt and declare that I have not committed misconduct or neglect in a professional respect.	<input checked="" type="checkbox"/>
3)	I have not been investigated about offences involving fraud or dishonesty, or been adjudged by a court to be criminally or civilly liable for fraud, dishonesty or malfeasance.	<input checked="" type="checkbox"/>
4)	I have not been reprimanded, censured or disciplined by any professional or regulatory authority.	<input checked="" type="checkbox"/>
5)	I have not had a record of non-compliance with any non-statutory codes, or been censured, disciplined or disqualified by any professional or regulatory body in relation to my profession.	<input checked="" type="checkbox"/>
6)	I have not been refused or restricted from the right to carry on any profession for which a specific licence, registration or other authorisation is required by law.	<input checked="" type="checkbox"/>
7)	I have not been adjudged bankrupt, or served with a bankruptcy petition.	<input checked="" type="checkbox"/>

## Section 10 Personal Information Collection Statement

- 1) From time to time, it is necessary for all applicants to supply CIC with data in connection with his/her certification by CIC or his/her application. Failure to supply such data may result in an inability of CIC to process the application for certification or maintain the certification.
- 2) Data relating to an applicant for BIM Manager certification will be mainly used for processing of certification applications for the BIM Certification and related matter.
- 3) Other purposes for which data relating to an applicant may be used, in addition to the purposes as stated in paragraph 2 above, are as follows:
  - (a) daily operation of CIC;
  - (b) maintenance of certification records;
  - (c) certification and related activities;
  - (d) verification of certification and discipline status by the public;
  - (e) training and continuing professional development activities;
  - (f) CIC publications (e.g. journal, yearbook, diary, Christmas cards, Chairman's Message, etc.) and delivery of such materials;
  - (g) delivery of other publications;
  - (h) activities and communications (including election materials) relating to CIC;
  - (i) meeting the requirements to make disclosure under any law binding on CIC;
  - (j) any actions in relation to disciplinary and related proceedings;
  - (k) all other incidental purposes relating to the promotional activities of CIC;
  - (l) announcement or publication of certification and discipline status (or any changes thereof) in any media (e.g. newspapers and other publications including CIC's journal, yearbook, diary, website, etc.); and
  - (m) determining and collecting amounts owed to or by an applicant.
- 4) CIC intends to use an applicant's data in direct marketing as follows and CIC requires the applicant's consent (which includes an indication of no objection) for such purpose:
  - (a) data that may be used by CIC for direct marketing is restricted to: name, address and other contact details.
  - (b) the following classes of services, products and subjects may be marketed:
    - (i) donations and contributions to CIC and activities organised or supported by CIC;
    - (ii) conferences, seminars, workshops, talks, events, trips, visits and social functions;
    - (iii) products and services offered by third parties which CIC considers to be of interest to CIC certification holders generally.

If an applicant does not wish CIC to use his/her data for use in direct marketing as described above, the applicant may exercise his/her opt-out right by notifying CIC (please refer to the last paragraph of this section).
- 5) Data held by CIC will be kept confidential but CIC may provide such data to:
  - (a) any agent, contractor or third party service provider who provides administrative, telecommunication, computer or other services to CIC in connection with the operation of CIC;
  - (b) any other person under a duty of confidentiality to CIC.

Such data may be transferred to a place outside Hong Kong.
- 6) In accordance with the terms of the Personal Data (Privacy) Ordinance (PDPO), any applicant for certification has the right to:
  - (a) check whether CIC holds data about him/her and access to such data;
  - (b) require CIC to correct any data relating to him/her which is inaccurate;

## Section 10 Personal Information Collection Statement

(c) to ascertain CIC's policies and practices in relation to data and be informed of the kind of personal data held by CIC.

7) In accordance with PDPO, data subjects have the right to request to be informed by a data user on whether the data user holds personal data of them and have the right to request to be supplied with a copy of such data. The data user can also impose a fee for such personal data access request with reference to PDPO.

8) For access and correction of data, please address enquiries to:

BIM Department - Construction Industry Council  
38/F, COS Centre, 56 Tsun Yip Street  
Kwun Tong  
Kowloon  
Tel: 2100 9000  
Fax: 2100 9090  
E-mail: bimcas@cic.hk

I have read and agree to the Personal Information Collection Statement as stated in this section.

I do not wish to receive any marketing communication / message from CIC in future. I understand that I will not receive any communication which falls within the scope of use of data in direct marketing as listed in paragraph 4 of this section.



## Section 11 Applicant Declaration

I, NG Siu Man (name in full) being an applicant for certification as a Building Information Modelling (BIM) Manager do hereby DECLARE that the above is a true statement of my particulars, that I have read and understood the RULES as stipulated by the Construction Industry Council (CIC), and I do hereby accept the final decision of the BIM Certification and Accreditation Board of CIC.

I undertake that, in the event of any change in the above particulars, I will make known the changes, within 30 days, in writing to the BIM Certification and Accreditation Board.

I have read the following and hereby undertake:

- To comply and act in accordance with the Regulations and Rules of CIC as they now exist, or as they may in the future be amended
- To pay promptly any monies due to CIC, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or re-imbursalment in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from CIC
- To declare any criminal convictions by me within 30 days

I understand and authorise CIC to make any reasonable enquiries and check all information in relation to my application for certification as a Building Information Modelling (BIM) Manager.

I acknowledge that CIC has the right to withdraw approval of application status if I do not meet the requirements. I understand and agree that CIC may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.

If at any time CIC discovers that I have failed to disclose any pertinent information in this form, or that I have provided false information, it will have the right to terminate my application with immediate effect (with no further obligation to refund any subscription or other fees).

I understand that the fee paid is non-refundable and non-transferable.

I confirm that I have read and understood the Policy of Personal Data Protection and consent to the terms set out therein. I also understand that CIC will use the information provided and personal data collected for administration and communication purposes. If my application is successful, my personal data will be retained and used by CIC for the purposes of CIC.

I have read and agree to comply with the "Application Guide for Certification of Building Information Modelling (BIM) Managers" BEFORE completing this application form.

I declare that the content of this form is true and correct. I understand and accept that I am accountable for the truth of this declaration.

MAN

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Signature of applicant

Date: 28/01/2019

*Please scan this page if this Application Form is submitted via email.*



## Section 12 Document Checklist

To facilitate the application process, please check the following items before submitting to CIC. We suggest that you keep a copy of all relevant documents for your own records, before submission.

Normal Route	Grandfathering Route	Documents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed and signed application form for certification of BIM Managers (Form PN01-F-01);
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Certified true copies of membership certificates related to a CIC-recognised professional qualification, e.g. corporate membership of the Hong Kong Institute of Architects (HKIA), the Hong Kong Institution of Engineers (HKIE) or the Hong Kong Institute of Surveyors (HKIS);</p> <p><b>OR</b></p> <p>Certified true copies of academic qualification certificates related to a degree accredited or recognised by a CIC-recognised professional body in architecture, engineering, surveying, building or construction, or equivalent, as recognised by CIC, plus proof of 5 years of relevant post-degree experience (stationed in Hong Kong for at least 6 months).</p> <p>(Submitted copies of documents to CIC must be certified as true copies of the originals by:</p> <ul style="list-style-type: none"> <li>- CIC designated staff; or</li> <li>- HR/authorised staff of current employer; or</li> <li>- A recognised certified public accountant/solicitor/notary public; or</li> <li>- "Registered Architect", "Registered Professional Engineer" or "Registered Professional Surveyor" in Hong Kong.</li> </ul> <p>The Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position/professional qualification and membership number on it. The Certifier must state that it is a true copy of the original (or words to similar effect)).</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>A portfolio of work examples that proves the applicant has in the past 5 years gained at least 2 years of practical experience in BIM (stationed in Hong Kong for at least 6 months), such as in development of BIM standards; planning, design, contract administration and execution of BIM projects in the areas of quantity surveying, construction management, project management, cost and programme management, design management and specification, and property management; BIM education; quality assurance, etc.</p> <p><i>*Grandfathering route applicants should have at least 3 years of practical experience in BIM (stationed in Hong Kong for at least 2 years) on or before 31 December 2018.</i></p>
		Completed and signed Certification of Practical Experience in BIM (see Annex)
<input checked="" type="checkbox"/>	N/A	A competency statement (incorporated in the application form), of between 1,500 and 2,500 words, to demonstrate the applicant's practical experience in BIM and English writing skills (the 6 core competencies required for a BIM Manager are given in the application guide section 2.2);
<input checked="" type="checkbox"/>	N/A	Evidence of completing a CIC-accredited BIM Manager Course. (e.g. completion certificate)* (Refer to Section 4 – BIM related Education, and submit the relevant certificate.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Curriculum vitae.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Payment or evidence of payment enclosed (cheque).

+ A grace period of one year is allowed before new applicants are required to submit a completion certificate for a CIC-accredited BIM Manager Course in support of their applications. This grace period will end on 31 December 2019.

**Section 13 Payment Method\***

All payments received are non-refundable, non-endorsable and non-transferable.

Please mail to the BIM Department - Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

A cheque made payable to "Construction Industry Council"

Cheque no. 823456 Name of the bank HSBC

SAMPLE

For official use only					
	Date	Officer		Date	Officer
Form Received^			Acknowledgement of application form		
Fee Received			Receipt of application fee		
Particulars verified			Additional information required		
Other information received			Recommended		
Interviewed on			Not Recommended (With reason(s))		
Remarks :			Certification No.		

^ First vetting to be completed within one month of the date of receipt of the application.

***{Please print this page on Company Letter}***

Construction Industry Council  
38/F, COS Centre,  
56 Tsun Yip Street,  
Kwun Tong,  
Kowloon, Hong Kong

To: BIM Department

**Application for Certification of BIM Managers**  
**Certification of Practical Experience in BIM – (NG Siu Man)**

I, hereby certify that (NG Siu Man), holder of HKID No. [Z123456\(7\)](#), had taken up the BIM projects written in Section 6 “Practical Experience in BIM” of the application form. The descriptions on his/her practical experience in BIM presented in his/her application submitted are true and correct.

Authorised Signature: \_\_\_\_\_ Date: [1 Aug 2018](#)

Name: [Chan Ying Wai](#)

Position: [\\_Manager](#)

Name of company: [Maximum Holdings Limited](#)

Relationship with applicant: [Supervisor](#)

Contact no.: [23456789](#)

Email: [chanyingwai@abc.com](#)