CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Construction Industry Council
BIM Certification and Accreditation Schemes

Application Guide for Certification of Building Information Modelling (BIM) Coordinators

1. Background

1.1 This Application Guide sets out the approach and procedures to be adopted in the processing and assessment of applications for certification of BIM Coordinators.

1.2 A "Roadmap for BIM Strategic Implementation in Hong Kong's Construction Industry" was prepared by the Working Group on Roadmap for BIM Implementation under the then Committee on Environment and Technology of the Construction Industry Council (CIC) in 2014. One of the key initiatives in the Roadmap was to expedite the building up of BIM capacity and capability.

1.3 In 2017, the HKSAR Government decreed that BIM technology must be used in the design and construction of all major government capital works projects with a project cost estimate of more than HK$30 million that were scheduled to start during or after 2018, and that the use of this technology in private construction projects should also be promoted. This has generated a surge in demand for BIM personnel and training needs.

1.4 To ensure that construction professionals have appropriate skill levels and competency in using BIM technology, and that the scope and quality of BIM courses provided in the market meet the needs of the industry, it was important to establish a certification body for BIM personnel and an accreditation body for BIM courses in Hong Kong.

1.5 To facilitate the healthy development of BIM in Hong Kong, CIC has introduced the BIM Certification and Accreditation Schemes to ascertain the competency of BIM personnel and the quality of local BIM training courses.

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2. Eligibility Criteria for Certification of BIM Coordinators

2.1 The Certification of BIM Coordinator is targeted at BIM practitioners who already have relevant practical experience in BIM projects coordination[1], such as implementation of BIM Execution Plan on a BIM project, BIM modelling production and collaborate information exchange amongst related stakeholders, maintain a task information delivery plan, performing BIM-related coordination (internally or externally) with the stakeholders, administration and maintenance of data exchange to the project Common Data Environment (CDE), assist in holding or facilitating various BIM related meeting internally or externally, performing BIM data quality control/checking or assurance in BIM projects, etc., meet the relevant academic requirement and have completed a CIC-Accredited BIM Coordinator Course, or a CIC-Accredited BIM Coordinator Top-up Course which is applicable for CIC-Certified BIM Managers (CCBMs).

2.2 The targeted BIM practitioners should be able to observe a high standard of professional conduct and ethical behaviour, as all CIC-Certified BIM Coordinators are expected to uphold the standing and reputation of the CIC and the BIM profession.

2.3 Core Competencies of a BIM Coordinator

The Core Competencies of a BIM Coordinator are:

(a) BIM Initiation (Ability to describe BIM concepts, definitions and scopes, BIM standards and guidelines in Hong Kong and global contexts). [Level 2]

(b) BIM Software and Technologies (Ability to operate BIM software/platforms in the modelling processes and digital information development, and describe various technologies associated with BIM). [Level 3]

(c) BIM Uses and Processes (Ability to understand BIM uses, processes, apply BIM software/platform in project contexts, and execute and administer assigned BIM tasks for individual or cross disciplinary coordination). [Level 3]

(d) Digital Information Management, Collaboration and Integration (Ability to execute and administer the operation of Common Data Environment and data quality control systems for effective digital information management, exchange and utilisation in BIM projects). [Level 3]

(e) Communication Skills (Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc.). [Level 3]

For the details of the core competencies of CCBC, please refer to Annex B of this Application Guide.

[1] Practical experience in BIM should be gained from construction projects which necessitate the use of BIM and the associated deliverables are to meet certain objectives of the projects. These deliverables as products of BIM applications have to be reviewed by the responsible person(s) of the projects and adopted in the implementation of the projects to distinguish them from merely experiential experiences, i.e. without formal verification by the project team.

3. Assessment Criteria for Normal and Adept Route

3.1 An applicant may apply for certification as a BIM Coordinator through the Normal Route or the Adept Route. The applicant shall satisfy the common requirements in Section 3.2 and the route-specific criteria applicable to the selected route.

Applicants are strongly encouraged to read the "Supplementary Guide on Preparing the Application for Certification as CCBM or CCBC", available from the CIC BIM Portal, before preparing their application submission and assessment interview.

3.2 Common Requirements Applicable to Normal Route and Adept Route

An applicant shall:

(a) demonstrate the core competencies of a BIM Coordinator set out in Section 2.3 and Annex B through the submitted portfolio and, where required, an assessment interview;

(b) submit a portfolio of selected BIM project work demonstrating the applicant's required period of practical experience in BIM project coordination and related tasks, the applicable Core Competencies and English writing proficiency, supported by sufficient project information and evidence to enable assessment by BIMAP (Refer to Annex C);

(c) successfully complete a CIC-accredited BIM Coordinator Course, or a CIC-accredited BIM Coordinator Top-up Course applicable to eligible CCBMs;

(d) successfully complete at least one BIM software/platform training course at operation level recognised by CIC, or hold a BIM software/platform certification at operation level issued by the relevant software developer, or an equivalent accepted by CIC; and

(e) demonstrate professional conduct and integrity, having regard to their professional disciplinary history, conviction records, if any, and performance at the assessment interview. An applicant who has

(i) committed misconduct or neglect in any professional respect,

(ii) been disqualified from the BIM Certification and Accreditation Schemes by the CIC BIM Certification and Accreditation Board (BIMCAB) and removed from the CIC-Certified BIM Coordinators register,

(iii) been disqualified from being registered or certified as a BIM personnel by other BIM certification body for disciplinary reasons, or

(iv) been convicted of any criminal offence involving bribery, fraud, dishonesty or malfeasance, or any offence which may bring the CIC and the BIM profession into disrepute,

will not be considered for certification unless BIMCAB determines otherwise after taking into account all relevant circumstances.

3.3 Normal Route

An applicant applying through the Normal Route shall:

(a) hold a diploma, or an equivalent qualification at Qualifications Framework Level 4 or above, accredited or recognised by a CIC-recognised professional body[2] [3] [4] in architecture, engineering, surveying, building or construction, or an equivalent qualification recognised by CIC;

(b) have at least 3 years of full-time relevant work experience, including at least 6 months stationed in Hong Kong; and

(c) have in the past 5 years gained at least 1 years of practical experience in BIM project corrdination and related tasks (stationed in Hong Kong for at least 6 months), as mentioned in Section 3.5.

3.4 Adept Route

An applicant who does not meet the academic qualification requirement under the Normal Route may apply through the Adept Route. The applicant shall:

(a) have at least 6 years of full-time relevant work experience, including at least 2 years stationed in Hong Kong; and

(b) have in the past 5 years gained at least 2 years of practical experience in BIM projects coordination and related tasks (stationed in Hong Kong for at least 1 year), as mentioned in Section 3.5.

3.5 Relevant Practical BIM Experience

Relevant practical BIM experience under Sections 3.3 to 3.4 may include implementation of BIM Execution Plan on a BIM project, BIM modelling production and collaborate information exchange amongst related stakeholders, maintain a Task Information delivery plan, performing BIM-related coordination (internally or externally) with the stakeholders, administration and maintenance of data exchange to the project Common Data Environment (CDE), assist in holding or facilitating various BIM related meeting (internally or externally), performing BIM data quality control/checking or assurance in BIM projects,etc. Further examples can be referenced to Annex B.

4. Application Requirements and Assessment Process

4.1 Application Submission and Communication

An applicant shall submit a completed online application through “My Portal” on the CIC BIM Portal, pay the prescribed application fee, and provide the supporting documents specified below for the applicable route. CIC may request clarification, further information or additional

[2] The Hong Kong Institute of Architects (http://www.hkia.net)

[3] The Hong Kong Institution of Engineers (https://www.hkie.org.hk)

[4] The Hong Kong Institute of Surveyors (https://www.hkis.org.hk)

documentary evidence where necessary to substantiate an application.

Email is the primary communication channel between CIC and the applicants. Applicants are recommended to regularly check the mailbox of their email address(es) provided to CIC in their application forms.

4.2 Supporting Documents for the Normal Route

An applicant applying through the Normal Route shall submit:

(a) certified true copies of the relevant academic qualification certificates;
(b) proof of at least 3 years of full-time relevant work experience, including at least 6 months stationed in Hong Kong;
(c) a portfolio of work examples that proves the applicant has in the past 5 years gained at least 1 year of practical experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 6 months), in the areas that mentioned in Section 3.5; (Refer to Annex C for the Layout Reference)
(d) a completed and signed Certification of Practical Experience in BIM[5];
(e) evidence of successful completion of the applicable CIC-accredited BIM Coordinator Course or BIM Coordinator Top-up Course;
(f) evidence of successful completion of at least one BIM software/platform training course in operation level as recognised by CIC, **OR** possession of any certification of BIM software in operation level issued by respective software developers (refer to Section 7) **OR** any equivalent as accepted by CIC; and
(g) a curriculum vitae.

4.3 Supporting Documents for the Adept Route

An applicant applying through the Adept Route shall submit:

(a) proof of at least 6 years of full-time relevant work experience, including at least 2 years stationed in Hong Kong;
(b) 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 project coordination and related tasks (stationed in Hong Kong for at least 1 year), in the areas that mentioned in Section 3.5; (Refer to Annex C for the Layout Reference)
(c) a completed and signed Certification of Practical Experience in BIM;
(d) evidence of successful completion of the applicable CIC-accredited BIM Coordinator Course or BIM Coordinator Top-up Course;
(e) evidence of successful completion of at least one BIM software/platform training course in operation level as recognised by CIC, **OR** possession of any certification of BIM software in operation level issued by respective software developers (refer to

[5] CIC has designed a template for Certification of Practical Experience in BIM available in the Download Page of the CIC BIM Portal.

Section 7) **OR** any equivalent as accepted by CIC; and

(f) a curriculum vitae.

4.4 Completeness Check and Further Information

Upon receipt of an application, the Construction Digitalisation Department of CIC will check the submitted documents for completeness and may request clarification, further information or additional supporting documents. An application will be regarded as withdrawn if the applicant fails to provide the required information within three months from the date of CIC's request.

4.5 Assessment by BIMAP

The CIC BIM Assessment Panel (BIMAP) will review the submitted documents against the applicable requirements in Section 3. If the submission is complete and demonstrates that the applicant possesses the required core competencies and practical experience of a BIM Coordinator, BIMAP may recommend approval without an interview to BIMCAB.

If the submitted documents do not fully demonstrate the required core competencies or practical experience, BIMAP may invite the applicant to attend an assessment interview. The interview is intended to verify the applicant's submitted experience and assess whether the applicant possesses the required core competencies, practical experience, professional judgement, conduct and integrity of a BIM Coordinator.

An application may be recommended for disapproval without an interview if it is incomplete, does not demonstrate relevant or clearly described BIM experience, or contains material issues that cannot be resolved through clarification or supplementary information.

4.6 Re-sitting of Interview Assessment

Where an applicant fails in only one Core Competency (CC) at the assessment interview, BIMAP may, at its discretion, offer the applicant one opportunity to re-sit the interview assessment for that failed CC.

The CIC Secretariat will notify the applicant of the re-sitting arrangements. The re-sitting interview shall normally be held within three months after the date of the previous interview.

If the applicant is unable to attend the re-sitting interview within the three-month period, the application will be disapproved unless an alternative arrangement has been agreed by the BIMCAB Secretariat.

If the applicant fails the re-sitting interview, the applicant must submit a new application for certification and will be assessed again against all applicable Core Competencies.

4.7 Recommendation and Decision

Upon completion of the assessment, including any assessment interview or re-sitting interview where applicable, BIMAP will make a recommendation to BIMCAB. BIMCAB will consider the recommendation and make the final decision on the application.

4.8 Indicative Processing Time

The application process generally takes approximately four to six months after CIC has received and verified all necessary documents and information required for assessment. The processing time is indicative and may vary depending on the circumstances of individual applications, including but not limited to the completeness of the submission, any clarification, supplementary information or verification required, application volume, and assessment interview scheduling.

The application process comprises the following stages:

a) verification of the submitted documents by the Construction Digitalisation Department of CIC;

b) documentary review and assessment interview by BIMAP; and

c) final decision by BIMCAB.

Applicants are advised to allow sufficient time for processing, taking into account that the actual processing time may vary.

5. Assessment Criteria for BIM Mentorship Route (Exclusively for CIC-Certified BIM Coordinator (Associate) [CCBC(A)])

5.1 In late 2022, CIC conducted a review on the supply and demand model of BIM personnel and a White Paper was then compiled to report the findings and to develop strategic plans on BIM personnel development. One of the key recommendations of the White Paper is to add a new tier of practitioner in association with CCBC called CCBC(Associate) (CCBC(A)). It was launched on 22 March 2023 and CCBC(A) can be certified as CCBC through a simplified procedure. Either apply the CCBC(A) via the normal route or the adept route, the applicant needs to fulfil the entry requirements of CCBC on academic qualification, work experience, practical experience in BIM coordination, completion of a CIC-Accredited BIM coordinator course plus at least one BIM software/platform.

5.2 For a registered (CCBC(A)) to be eligible for applying the certification as CCBC through BIM Mentorship Route, he/she has to perform the BIM coordination work under the direct supervision of a BIM Mentor` (either a CCBM or a CCBC) for not less than two years.

5.3 Upon the end of the two years' period, the CCBC(A) can apply for certification as CCBC through BIM Mentorship Route in the CIC BIM Portal. The CCBC(A) needs to attach the

completed training logbooks of whole mentorship period and the BIM Mentor's recommendation[6] in his/her application.

5.4 To assist eligible CCBC(A) in completing the application form of BIM Mentorship Route, a document "Tips for Preparing Application Form of Certification of BIM Coordinators via BIM Mentorship Route" has been developed and is available online. Applicants are strongly encouraged to read and follow the instructions provided in the sample application form when preparing their applications on the CIC BIM Portal. ***Click here to learn more***

5.5 CIC will check the submissions and invite those applicants with proper submissions to sit for a test with multiple-choice questions only - the Multiple-Choice Test ("MC Test"). Applicants must achieve a score of 60% or higher to pass the test. The MC Test is one of the assessment criteria for the BIM Mentorship Route.

5.6 For the possessing and assessment of applications of BIM Mentorship Route, please refer to Section 6 of this application guide.

5.7 The assessment criteria of BIM Mentorship Route are as follows:

(a) Qualification – a registered CCBC(A);

(b) Practical experience in BIM project coordination and related tasks – at least two years of post-CCBC(A) BIM coordination work experience under the supervision of a BIM Mentor[7]. This BIM coordination work experience should be thoroughly documented in the "Training Logbook of CIC-Certified BIM Coordinator (Associate) [CCBC(A)]", including the appropriate signatures of the BIM Mentor(s). In addition, a completed "Recommendation Form of BIM Mentor", with the necessary signatures, is required.

(c) Completion of the MC Test organised by CIC specifically for BIM Mentorship Route. (Refer to Section 6.2)

(d) BIM education – Waived;

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[6] CIC has designed a template for the BIM Mentor's recommendation. ***Click here to learn more***

[7] BIM Mentor: The BIM Mentor should preferably a CCBM or CCBC employed by the same company as the CCBC(A). The appointment of a BIM Mentor is subject to prior approval by CIC. In reviewing the nomination, CIC will take into account the individual's CCBM or CCBC status, as well as the Mentor's overall track record in the CIC BIM Certification Scheme. CIC will determine whether the nominated individual is eligible to serve as the BIM Mentor. The BIM Mentor is required to hold one-to-one meetings with the CCBC(A) to monitor and review his/her progress in acquiring BIM knowledge and BIM experience as a BIM coordinator at least once per half year or before a change of mentor. The BIM Mentor has to comment, sign and date the CCBC(A)'s Training Logbook, and provide guidance and advice to the CCBC(A) on any improvement need. A copy of each signed Training Logbook should be submitted to CIC promptly after each review meeting.

(e) Professional conduct and integrity – demonstration of satisfactory professional conduct and integrity, as assessed through the applicant's professional disciplinary history and conviction records (if any) and applicant's interview performance (if any). An applicant who has

(i) committed misconduct or neglect in any professional respect,

(ii) been disqualified from the BIM Certification and Accreditation Schemes by the CIC BIM Certification and Accreditation Board (BIMCAB) and removed from the CIC-Certified BIM Coordinators Register,

(iii) been disqualified from being registered or certified as a BIM personnel by other BIM certification body for disciplinary reasons, or

(iv) been convicted of any criminal offence involving bribery, fraud, dishonesty or malfeasance, or any offence which may bring the CIC and the BIM profession into disrepute,

will not be considered for certification unless BIMCAB determines otherwise after taking into account all relevant circumstances .

In addition, a CCBC(A) can at any time apply for certification as CCBC via the current normal route or adept route without the need to wait till the end of the aforesaid two years' supervision under a BIM Mentor. In such scenario, the CCBC(A) does not need to attach any recommendation letter from the BIM Mentor.

6. Application Requirements and Assessment Process of BIM Mentorship Route (Exclusively for CIC-Certified BIM Coordinator (Associate) [CCBC(A)])

6.1 Supporting Documents

An applicant for certification as a BIM Coordinator through BIM Mentorship Route must submit the following to the Construction Digitalisation Department of CIC for assessment:

(a) A completed online application form through "My Portal" in CIC BIM Portal (www.bim.cic.hk);

(b) Application fee (HK$500);

(c) Since BIM Mentorship Route was developed exclusively for an eligible CCBC(A) to apply for certification as CCBC, the applicant only needs to provide certified true copies of any updated academic qualification certificates and/or proofs of relevant work experience, if these were never included in his/her previous CCBC(A) application. If there are no updates in these areas, the previous CCBC(A) records will suffice for the CCBC application;

(d) Completed Training Logbooks of the whole mentorship period with BIM Mentors' signatures;

(e) A completed BIM Mentor's recommendation form with appropriate signatures;

(f) A curriculum vitae; and

(g) Completion of the MC Test.

(h) Documents below are WAIVED for BIM Mentorship Route:

(i) A BIM portfolio; and

(ii) Evidence of completing the BIM Education for the CCBC certification.

Upon receipt of an application, the Construction Digitalisation Department of CIC will assess the completeness of the documents submitted and will request the applicant to provide further details to substantiate the application, if needed. The application will be regarded as withdrawn if the applicant fails to provide the necessary details within 3 months from the date of request made by CIC.

6.2 The Multiple Choice (MC) Test

Once the submission is found to be completed, applicant will be invited to sit for the MC Test organised by CIC specifically for BIM Mentorship Route. Applicants must achieve a score of 60% or higher to pass the test. This is one of the assessment criteria for BIM Mentorship Route.

The MC Test will be conducted at the CIC premises in Kowloon once per month. CIC will arrange the venue, date and time of the MC Test and notify candidates in due course. Candidates are allowed to change their MC Test date up to three times, provided they have reasonable justifications accepted by CIC. Candidates who cannot attend the MC Test consecutively three times will be considered to have withdrawn from the test and the CCBC application, unless CIC has other considerations. Candidates should plan ahead and manage their schedules to prepare for and sit for the MC Test, as a commitment to applying for the CCBC certification.

Candidates should arrive at the MC Test venue on time and follow all relevant instructions and housekeeping rules set up by CIC. Failing to follow or any act against the instructions and housekeeping rules may lead to penalties or failure of the MC Test, subject to CIC's decision. Should you have any questions, please contact the case officer beforehand or the invigilator of the MC Test during the test.

The MC Test will be conducted on a tablet/computer in a closed-book format. The duration of the MC Test will be 1.5 hours, and there will be 40 MC questions. Candidates are required to achieve a score of 60% or higher to pass the test. The test result will be known immediately after finishing the MC Test. For candidates who fail the MC Test, CIC can arrange a retake in the next available MC Test session and will notify the candidates about the details in due course. If a candidate fails the MC Test three times, the application will be considered failed unless CIC has other considerations. After that, the candidate will need to submit a new application and pay the application fee if they wish to apply for certification as CCBC again.

6.3 Assessment by BIMAP

After passing the MC Test, a BIMAP will be formed to review and assess the submissions of the application. If necessary, the BIMAP may make inquiries regarding the submissions and may request to meet the applicant to clarify the submitted materials. If the applicant cannot provide a reasonable justification to the inquires or if irregularities are found by the BIMAP during the review process, the application will not be recommended.

If the submission does not fully meet the requirements, the BIMAP may recommend an interview assessment. The purpose of the interview is to assess whether the applicant possesses the necessary core competencies and practical experience required for a BIM Coordinator.

An application may be rejected without an interview if it is incomplete, lacks relevant or clearly described BIM experience, or contains unresolvable issues that cannot be addressed within a reasonable timeframe.

6.4 Re-sitting of Interview Assessment

Where an applicant fails in only one Core Competency (CC) at the assessment interview, BIMAP may, at its discretion, offer the applicant one opportunity to re-sit the interview assessment for that failed CC.

The CIC Secretariat will notify the applicant of the re-sitting arrangements. The re-sitting interview shall normally be held within three months after the date of the previous interview.

If the applicant is unable to attend the re-sitting interview within the three-month period, the application will be disapproved unless an alternative arrangement has been agreed by the BIMCAB Secretariat.

If the applicant fails the re-sitting interview, the applicant must submit a new application for certification and will be assessed again against all applicable Core Competencies.

6.5 Recommendation and Decision

Upon completion of the assessment, BIMAP will make a recommendation to BIMCAB for approval or disapproval. BIMCAB will consider the recommendation and determine the application.

6.6 Indicative Processing Time

The application process generally takes approximately four to six months after CIC has received and verified all necessary documents and information required for assessment. The processing time is indicative and may vary depending on the circumstances of individual

applications, including but not limited to the completeness of the submission, any clarification, supplementary information or verification required, application volume, and assessment interview scheduling.

The application process comprises the following stages:

a) verification of the submitted documents by the Construction Digitalisation Department of CIC;
b) documentary review and assessment interview by BIMAP; and
c) final decision by BIMCAB.

Applicants are advised to allow sufficient time for processing, taking into account that the actual processing time may vary.

7. Guideline on BIM Education in Operation Level

7.1 BIM software/platform training course in operation level as/to be recognised by CIC

In general, a BIM software/platform training course recognised by CIC should include sufficient lecture and hands-on sessions to enable participants to acquire the essential knowledge and skills required for operating the relevant BIM software/platform. Training relating to plugins, add-ons or non-BIM related software will not be considered. Applicants shall submit a certificate of successful completion, or equivalent proof, to the Construction Digitalisation Department of CIC. Courses not included in the list of CITF Pre-approved BIM Training Courses will be considered on a case-by-case basis. CIC may request supplementary information for vetting, including:

(a) proof of participation in and completion of the course, such as for company internal training or relevant subjects/modules in an academic programme;
(b) course information, such as commencement/completion date, duration, outline, learning outcomes, content, assignments and name of instructor/tutor/lecturer; and
(c) provider information, such as the name, address and website of the school or teaching premises.

For CITF Pre-approved BIM Training Courses that are recognised by CIC:
Skill Level: 2 to 3 is expected (except for accredited BIM Coordinator Courses in the list unless otherwise accepted by the CIC Secretariat).
Click here to learn more

7.2 Certification of BIM software in operation level issued by respective software developers

Alternatively, applicants may submit a certification in BIM software/platform operation level officially issued by the relevant software developer, such as Autodesk Certified User, Autodesk Certified Professional, Certified ARCHICAD User or Tekla Professional Certification. Certifications relating to plugins, add-ons or non-BIM related software will not be considered.

Remarks: Possession of such certification, or an equivalent accepted by CIC, is only one assessment criterion for Certification of BIM Coordinators. It does not, by itself, demonstrate that the applicant has attained the required minimum competency level for Core Competency 2 (Level 3).

8. Notification of Assessment Result

8.1 Upon completion of the assessment process, BIMAP will submit its recommendation to BIMCAB for consideration and decision on the application. The applicant will be notified of the assessment result by mail.

9. Payment

9.1 Fee payable

A non-refundable application fee of HK$500 is required for the application.

9.2 Payment Method

Applicants should pay the required application fee online or by cheque, which should be made payable to “Construction Industry Council”. All payments received are non-refundable, non-endorsable and non-transferable.

10. Certification Validity

10.1 The certification status of a BIM Coordinator shall be valid from the date of granting the certification status up to the end of that calendar year, and the names of the CIC-Certified BIM Coordinator will be placed on the CIC-Certified BIM Coordinator Register.

10.2 Renewal of Registration

The Construction Digitalisation Department of CIC will send a renewal reminder to the CIC-Certified BIM Coordinators on a yearly basis at least 3 months prior to the date of expiry of their existing certification.

The CIC-Certified BIM Coordinators should submit the following to the Construction Digitalisation Department of CIC for renewal at least 1 month prior to the date of expiry of the existing registration:

(a) online renewal application through “My Portal” in CIC BIM Portal (www.bim.cic.hk), confirming that they have undertaken at least 12 hours of BIM-related Continuing Professional Development (CPD) in the past year including the number of CPD hours on mandatory key topics as stipulated by CIC from time to time, and associated documents if applicable; and

(b) a renewal fee (HK$250).

10.3 The CIC-Certified BIM Coordinators should keep records of the BIM-related CPD and mandatory key topics undertaken during the year (including attendance at any CIC-recognised courses, conferences or seminars, documented self-study (maximum 3 CPD hours), etc.). They may be requested to provide evidence of the BIM-related CPD and mandatory key topics completed in the past 3 years, without which the renewal application may not be considered.

The Construction Digitalisation Department of CIC will process the renewal application and, for a successful application, update the new registration period accordingly. Where necessary, the application may be referred to BIMAP for further assessment, and BIMAP will make a recommendation to BIMCAB for final decision.

10.4 There would be a remark column indicating “Expired” status in the CIC-Certified BIM Coordinator Register three months after expiry of their existing certification, if they fail to return the signed renewal application form and associated documents, together with the renewal fee, by that time. The use of the CCBC title and logo would be prohibited after the date of expiry of their certification.

11. Application for Reinstatement

11.1 A person whose CIC-Certified BIM Coordinators status expired may, within 2 years of the date of expiry of the last registration, apply for reinstatement of the certification. Applications for reinstatement should be made through “My Portal”, following the procedure described in Section 10.2. The applicant is required to pay any other outstanding subscription since the date of expiry of the certification and /or registration, and submit associated documents, if requested.

11.2 A person whose CIC-Certified BIM Coordinator status has expired for more than 2 years from the date of expiry of the last certification/registration, will need to submit a fresh application for certification as a BIM Coordinator and the procedure given in Section 4 applies.

12. Appeal Cases

12.1 An applicant for certification as a BIM Coordinator, including renewal/ reinstatement of registration, who is dissatisfied with a decision of BIMCAB may appeal to the CIC BIM Appeal Board (BIMAB). An applicant exercising the right of appeal should submit the following to the Construction Digitalisation Department of CIC, no later than 21 calendar days after the issue date of the result notification letter:

(a) a completed application form for appeal (Form PN03-F-03); and

(b) an application fee (HK$1,500).

12.2 Upon receipt of an appeal case, BIMAB will review the case upon receipt of all necessary documentation about the case. BIMAB's decision is final. BIMAB will inform BIMCAB of its decision. The application fee will be refunded to the applicant if the appeal is found to be valid.

12.3 Applicants will be informed of the result by mail.

13. Prevention of Bribery Reminder

13.1 The CIC is a scheduled public body under the Prevention of Bribery Ordinance (POBO) (Cap. 201) and prohibits its employees, members and appointed BIMCAS assessors from soliciting or accepting advantages from applicants when processing applications of BIMCAS. Applicants are reminded that it is an offence under POBO to offer any advantages (e.g. money, gift, etc.) to an employee or a member of CIC or an appointed BIMCAS assessor as an inducement to or a reward for facilitating or expediting the processing of applications.

14. Enquiry

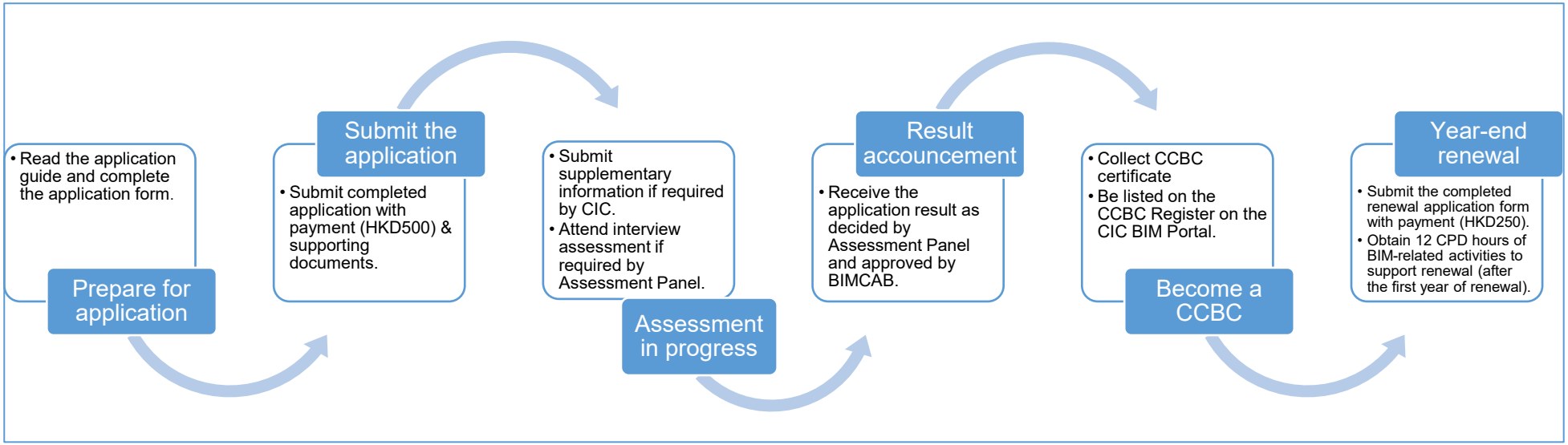
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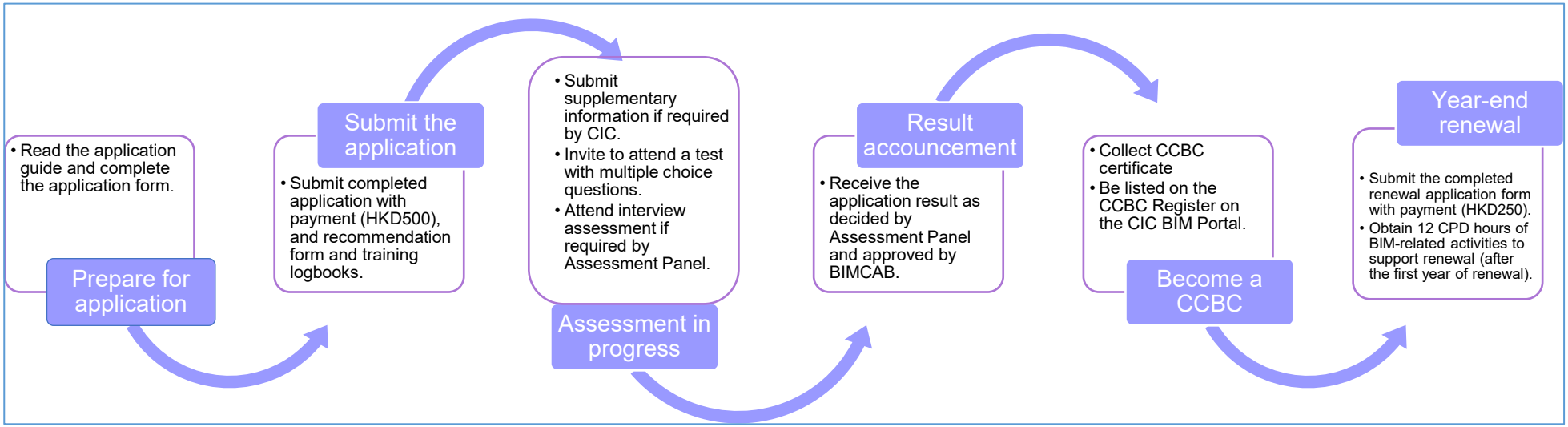
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How to become a CIC-Certified BIM Coordinator?

Normal Route and Adept Route



BIM Mentorship Route



Annex B

Detailed Core Competencies of a CIC-Certified BIM Coordinator

Minimum Level of Competency:

Level 1(L1): Demonstrate a general appreciation of the subject and how it may affect, or integrate with other subjects.
Level 2 (L2): Possess knowledge and understanding of the subject and be competent to describe its applications and procedures.
Level 3 (L3): Able to perform the subject independently or with minimal supervision.
Level 4 (L4): Ability to lead and execute the subject without supervision and competently advise and mentor others.

	Detailed Core Competencies	Level of Competency
1. BIM Initiation	*1.1. – BIM Concept*	
	1.1.1 BIM definitions and terminology	L2
	1.1.2 Difference between CAD (2D/3D) and BIM	L2
	1.1.3 BIM in the context of whole life cycle of a built asset and smart city	L2
	1.1.4 Value and benefits of adopting BIM in the whole life cycle of a built asset	L2
	1.1.5 Collaborative working in BIM	L2
	1.1.6 Limitation of BIM	L2
	1.1.7 How BIM can affect the AECO practice and address the current challenges	L2
	1.2. – Local, Mainland & Global BIM development and standards	
	1.2.1 Local BIM standards, publications and available resources	L2
	1.2.1.1 CIC BIM standards and other related publications and resources	L2
	1.2.1.2 Government BIM & BIM-AM related technical circulars, standards, guidelines and publications	L2
	1.2.2 BIM development in Mainland and global context	L1
	1.2.3 Mainland and international BIM standards, publications and initiatives	L2
	1.2.3.1 Mainland BIM standards GB/T series	L1
	1.2.3.2 ISO 19650 series	L2

	1.2.3.3 openBIM and other collaborative formats	L2
2. BIM Software and Technologies	*2.1. – BIM Software and Platforms*	
	2.1.1 Common BIM software and platforms for various trades	L2
	2.1.2 Key characteristics, file format & version, strength and limitation of common BIM software and platforms	L2
	2.1.3 Interoperability across common BIM software and platforms	L2
	2.1.4 Operation of relevant BIM software	L3
	2.1.5 Technical advice on the operation of relevant BIM software	L3
	2.2. – Technologies and Construction Related Applications	
	2.2.1 Internet & cloud	L1
	2.2.2 Laser scanning & photogrammetry	L2
	2.2.3 Unmanned Aircraft System (UAS) / Drone	L2
	2.2.4 GIS	L2
	2.2.5 Common Spatial Data Infrastructure (CSDI), 3D Digital Map and 3D Photo realistic Model by the HKSAR	L1
	2.2.6 Internet of Things (IoT), Radio Frequency Identification (RFID), mobile or smart devices	L2
	2.2.7 Virtual reality (VR), Augmented Reality (AR) and Mixed Reality (MR)	L2
	2.2.8 Digital Twin	L2
	2.2.9 Robotics	L1
	2.2.10 Programming, automation and API	L1
	2.2.11 MiC, MiMEP and DfMA	L2
	2.2.12 Indoor positioning	L1
	2.2.13 Artificial Intelligence (AI), Machine Learning and Large Language Model (LLM)	L1
	2.2.14 Smart Site Safety System (4S) and Digital Works Supervision System (DWSS)	L1
3. BIM Uses and Processes	*3.1. – BIM Organisational Strategy and Requirements*	
	3.1.1 General understanding of the workflows in local construction projects	L1
	3.1.2 Overview of BIM strategy, uses and organisation	L2
	3.1.3 Key personnel in relation to BIM and their roles and responsibilities	L2
	3.1.4 BIM related documents such as Exchange Information Requirements (EIRs), Asset Information Requirements (AIRs), BIM Execution Plan (BEP) to be applied during the execution of BIM projects	L2
	3.1.5 Utilise various technologies to achieve BIM uses	L3

	3.2. – Administration of the BIM projects as a project BIM coordinator	
	3.2.1 Execute the BIM project in accordance with BEP and BIM standards	L3
	3.2.2 Develop and maintain the BIM models, data structures and linkages in accordance with BEP and BIM standards for various work stages.	L3
	3.2.3 Supervise the progress of developing single or multi-disciplinary BIM models	L3
	3.2.4 Coordinate and utilise the BIM models with internal teams and cross disciplinary project stakeholders	L3
	3.2.5 Support and contribute to BIM-related meetings and documentations, including communication of coordination issues and model updates	L3
	3.3. – Execution of BIM Uses for single and multi-disciplinary coordination in BIM projects	
	3.3.1 Spatial Coordination and 3D Construction Coordination	L3
	3.3.2 Phase Planning (4D Modelling)	L3
	3.3.3 Design Reviews	L3
	3.3.4 Drawing Generation directly from BIM software / platforms	L3
	3.3.5 As-Built Modelling	L3
4. Digital Information Management, Collaboration and Integration	4.1. Digital Information Management	
	4.1.1 Execute the BIM information and model exchange for multi-disciplinary collaboration	L3
	4.1.2 Maintain the Level of Information Need (LOIN) in terms of graphical, non graphical, and documentation requirements for various work stages	L3
	4.1.3 Maintain the data structures and linkages of the BIM models within the BIM software/platform protocol for various work stages	L3
	4.1.4 Maintain accurate data set such as BIM-related coding systems, classifications, templates, standards, libraries, project files, drawings, design specifications and project schedules for BIM project execution	L3
	4.1.5 Execute the information exchange across various open / proprietary file formats (e.g. BCF, IFC, IDM, bsDD, COBie, MVD, IDS, etc.)	L3
	4.2. Common Data Environment (CDE)	
	4.2.1 CDE and the workflow as per ISO 19650	L2
	4.2.2 Common CDE solutions in the market	L2
	4.2.3 Administer and maintain a CDE	L3
	4.2.4 Execute the information exchange in a CDE	L3
	4.2.5 Limitation of CDE	L2

	4.3 – Data Quality Assurance & Audit across various work stages	
	4.3.1 BIM quality assurance and audit principles	L2
	4.3.2 Execute the BIM quality assurance, audit and checking for various work stages	L3
	4.3.3 Produce BIM quality assurance and audit reports for various work stages	L3

Annex C

Portfolio Requirements for the Applications for Certification of BIM Coordinators

1. General

1.1 The portfolio is an important part of the assessment and should demonstrate how the applicant has acquired and applied the Core Competencies of a BIM Coordinator through practical BIM project coordination and related tasks. It should be prepared in clear and professional English and should demonstrate the applicant's ability to communicate BIM-related matters effectively through written materials and project documentation.

1.2 A portfolio is a personalised document showcasing the applicant's professional experience and BIM-related competencies through text, graphics, photographs, screenshots, BIM deliverables, etc. Other supporting evidence, for reference, may include BIM execution plans, coordination records, clash detection reports, BIM quality control or quality assurance records, meeting records, BIM submissions, presentation or training materials, and other BIM-related deliverables, if appropriate.

1.3 The portfolio may adopt a format and presentation style determined by the applicant and does not need to follow the reference layout shown in this annex. It should be organised primarily according to the Core Competencies of a BIM Coordinator, demonstrating how these have been acquired and applied through the practical BIM project coordination and related tasks required under the applicable certification route, supported by relevant evidence. Additional BIM-related practical experience may also be included where relevant.

2. Detailed Requirements

2.1 Mandatory Project Submission

The applicant shall include in the portfolio at least the BIM project(s) selected under Section 6(a) of the Application Form. For each selected BIM project, the portfolio shall include:

(a) Project Name;
(b) Project Location;
(c) Project Scope;
(d) Duration worked by the applicant on the project;
(e) Project organisation chart ("O-chart") or equivalent;
(f) Applicant's roles and responsibilities in the project; and
(g) Description and illustration of how each Core Competency (CC1 to CC5) was demonstrated in the project, including the applicant's involvement, contribution and experience gained.

2.2 Additional BIM Projects (Optional)

Applicants are encouraged to include additional BIM-related project experience where appropriate to further demonstrate their competencies.

For each additional BIM project included in the portfolio, the applicant should provide information generally consistent with items (a) to (f) above. Under item (g), the applicant may demonstrate one or more relevant Core Competencies and is not required to demonstrate all Core Competencies for every project.

3. Portfolio Layout (For Reference Only)

3.1 This section provides a reference layout to assist applicants in preparing the portfolio required under Section 3 and 4 of this Application Guide.

3.2 The layout is provided for reference only. An applicant may adopt a different format and presentation style, provided that the portfolio contains the required information and adequately demonstrates the applicable Core Competencies of a BIM Coordinator.

3.3 The portfolio may contain text, graphics, photographs, screenshots, BIM deliverables and other relevant supporting evidence.

3.4 Suggested Portfolio Structure

The portfolio may include pages/sections below:

(a) Cover Page;
(b) Contents Page;
(c) Mandatory Project Submission(s);
(d) Additional BIM Projects, if any
(e) Additional Supporting Evidence, if any, can be provided as an appendix

3.5 Layout (for Reference Only)

Mandatory Project Submission

Key Image/Photo of the Project	Image/Photo of the Project
	Image/Photo of the Project

PR01

Project Name:

Project Location:

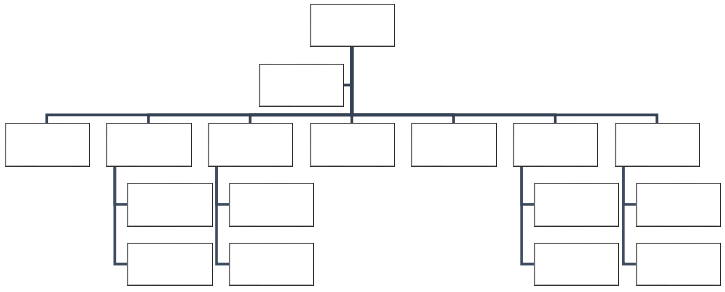
Project Scope:

PR01

Your duration of work for this project:

Your roles and responsibilities in the project:

Project O-chart:



Project Name	
CC1 – BIM Initiation	
Core Competency Demonstrated in the Project	**Project Ref. No.**
1.1 BIM Concept Image Image	
1.2 Local, Mainland & Global BIM development and standards Image Image Image	
Experience gained on this CC	