



Construction Industry Council

For official use only

Application No.: C-BCR-_____

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

Important Notes to Applicants

1. Please read carefully the "Application Guide for Certification of Building Information Modelling (BIM) Coordinators" 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 Coordinator Course in support of their applications. This grace period will end on 31 March 2021.
3. A "grandfathering" consideration is applied for applicants who may not have the required academic qualification, but possess at least six years of full-time work experience in the industry (stationed in Hong Kong for at least 2 years) and at least two years of full-time experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 1 year) on or before 31 December 2019. This special consideration will lapse on 31 March 2021, after which it will not be applicable in the assessment of applications.
4. Certified true copies of academic qualification(s), 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.
5. 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 Coordinator" 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.
6. Upon submission, this Application Form and all other attached documents become part of CIC records and are not returnable regardless of the assessment result.
7. 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 Coordinator Certification (Normal Route)	<input checked="" type="checkbox"/>
BIM Coordinator 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.

Section 1 Personal Particulars		
(Please enter your name as shown on your HKID or other identification documents)		
Surname*	Given Names in full*	
CHAN	Tai Man	
Ar./Ir./Sr./Prof./Dr. /Mr./Mrs./Ms./Miss*#	Female/Male* #	HKID/Passport No.*#
		Y123456(7)
Chinese Name (If applicable)	Date of Birth (dd-mm-yyyy)*	
陳大文	01-01-1990	
Correspondence address (P.O Box is not acceptable)*		
Flat C, 8/F, Block 2, ABC, Kwun Tong, Hong Kong		
Tel No. (Office)	Tel No.(Mobile)*	Tel No. (Home)
N.A.	61234567	N.A.
Email Address* taiman@abc.com		
Company Name* Advanced Building Construction Limited		
Position* BIM Coordinator	Department* Building Services	
Company Address*		
3/F, 56 ABC Street, Kwun Tong, Kowloon, Hong Kong		

Section 2 Academic Qualifications (In reverse order)*					
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)
08/10	06/12	The Hong Kong Polytechnic University	Full-time	Higher Diploma in Building Services Engineering	10/12

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

Section 3 Professional Qualifications (In reverse order)			
Name of Professional Body*	Membership/Title*	Date achieved* (mm/yy)	Membership Expiry Date* (mm/yy)
The Hong Kong Institute of Building Information Modelling	Associate Member	04/17	12/20

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

Section 4 BIM Related Education/Certification (In reverse order)*					
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)
a. Successful completion of a CIC-Accredited BIM Coordinator course					
01/19	12/19	ABC Training Centre	Full-time	CIC-Accredited BIM Coordinator Course	59 hours
b. BIM software/platform training course in operation level, OR					
09/13	12/13	ABC Training Centre	Full-time	Building Information Modelling (BIM) Advanced Modelling Course (MEP) – Revit	30 hours
c. Possession of any certification of BIM software in operation level issued by respective software developers					
Date (mm/yy)	Certification Body	BIM Software	Certification Description		
09/16	Autodesk	Revit (MEP)	Autodesk Certified Professional		

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

Section 5 Employment History (In reverse order)*					
From (mm/yy)	To (mm/yy)	No. of months	Name of Organisations	Position	Scope and Responsibilities
04/15	03/20	60	Advanced Buildings	Coordinator Building Services	Building Services coordination works with BIM Application

			Construction Ltd.		
10/12	03/15	30	XYZ Construction	Assistant Engineer	Building Services Engineering works
Total		90			

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

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

Section 6a Practical experience in BIM project coordination and related tasks (In reverse order)*

In the past 5 years at least 1 year full-time relevant practical experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 6 months)

Selected?	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 HK	Name of project (Hong Kong or overseas)	No. of Project team members	Your position in this Project	Scope, responsibilities and experience gained
✓	PR01	04/17	08/18	17	17	Proposed Hotel / Office Building at No.3 Heung Yip Road, HK	3	BIM Coordinator	Application of BIM in construction stage for design optimisation and coordination works.
	PR02								
	PR03								
	PR04								
	PR05								
Total^				17	17				

+ 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 attached.

Section 6b Other practical experience in BIM (In reverse order)

Other practical BIM experience, such as BIM modelling, BIM standard, BIM software programming which can let Assessors to know you more.

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 HK	Name of project (Hong Kong or overseas)	No. of Project team members	Your position in this Project	Scope, responsibilities and experience gained
PR01								
PR02								
PR03								
Total^								

Section 6c Selected practical experience in BIM project coordination and related tasks (In reverse order)*

In the past 5 years at least 1 year full-time relevant practical experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 6 months)

You are required to select at least one project from Section 6a that able to demonstrate you possess the required levels of the Core Competencies stipulated in the Certification of BIM Coordinators. You should duplicate this section separately and attach it to the corresponding Client Evaluation Form and Employer Evaluation Form. If the selected project cannot show 1 year of full-time practical experience in BIM, you may need to provide more than one BIM project and more than one set of Client and Employer Evaluation forms such that the required 1 year of practical experience in BIM (without overlapping duration) can be satisfied.

Selected?	Project Ref.**	From (mm/yy)	To (mm/yy)	No. of months you worked on this project	No. of months you worked on this project <u>in HK</u>	Name of project (HK or overseas)	No. of Project team members	Your position in this Project
✓	PR01	04/17	08/18	17	17	Proposed Hotel / Office Building at No.3 Heung Yip Road, HK	3	BIM Coordinator

Project Reference: PRxx (Can include images to illustrate the work you have done.)

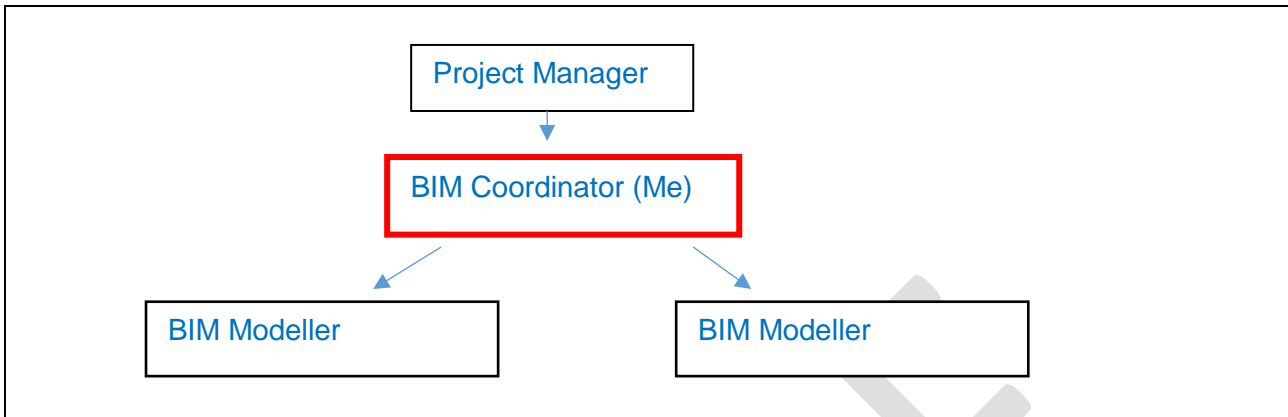
A – Project Information

Please briefly write down the nature and scope of this project and the role of your company within 100 words.

It is a new development of hotel and office building, total of 34 floors with a basement.
My company is the main contractor side.

B – Project Organisation Chart

Please attach the organisation chart of the project team that can show your name and position or the team you belong.



C – Scope and responsibilities

Please briefly write down your scope of work and responsibilities in this project within 100 words.

I was assigned as a BIM coordinator for building construction and coordination works by using BIM. I was responsible for creating MEP objects, perform clash analysis and assist in coordination meeting using BIM software such as Revit and Navisworks. I also need to regularly upload BIM (MEP) model to BIM 360 for other disciplines to reference and coordinate.

D – Core Competencies (CC) demonstrated in this project

Please answer below questions with images from the project in concise sentences. Your answers for each CC should not exceed 500 words.

CC1 – BIM Initiation

Ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts. (Minimum Level of Competency = Level 2)

1a. Any local or non-local BIM standards/guidelines are being adopted/referenced in this project?

CIC BIM Standards (Phase One) and EMSD BIM Guide adopted.

1b. Any openBIM element in this project? Do you have any involvement in that? If yes, please elaborate.

OpenBIM adopted for BIM objects development in this project. In this project, the Architect used IFC to share their BIM model with us because they use ArchiCAD.

1c. From your understanding, do you know how your/your team's deliverables of this project could benefit the whole project-life-cycle of the asset? If not, can you tell how your/your team's deliverables of this project can enhance the communication/collaboration/efficiency/cost/safety/productivity/quality of any task of this project?

Our developed BIM reduces unnecessary abortive works during construction and benefit to the operation and maintenance team.

1d. Please elaborate on other things, if any, that you had demonstrated the required level of CC1 in this project.

CC2 – BIM Software and Technologies

Ability to operate BIM software and the modelling process, and describe current and relevant technologies. (Minimum Level of Competency = Level 3)

2a. What BIM software(s) you/your team had used for this project?

Revit, Navisworks

2b. What is your thought on the BIM software(s) being chosen in this project, in terms of software strength, and weakness? Do you think if there can be better choice of software for this project if cost is not an issue? Please elaborate.

In Hong Kong, most of BIMer only capable to handle the above-mentioned software. There is no better choice of software at this moment as the mentioned software is the only one software in the market that has well-developed MEP functions.

2c. Any technical challenge(s) and how you address it on the BIM software aspect in this project?

It is time consuming to develop BIM objects. Simple automation scripts were developed to automate some of the processes such as loading some information to the objects.

2d. How you contribute to your team, by advising your team members on the usage/application of the BIM software(s) to meet meeting/submission/work/project schedule with convincing quality?

I provided training to colleagues and taught them the drawing generation and result in clear CSD and CBWD for coordination and construction works.

2e. Please elaborate if there was any technology being used by you/your team in this project. And if cost is not an issue, what latest/advanced technology you wish to incorporate in this project so as to boost the productivity?

VR was adopted for 3D view of BIM model. It is potential to use 3D laser scanning for UU connection record.

2f. Please elaborate on other things, if any, that you had demonstrated the required level of CC2 in this project.

CC3 – BIM Uses and Processes

Ability to understand BIM uses, apply BIM software applications, and to execute and administer the responsible BIM tasks for individual or cross-disciplinary BIM project coordination. (Minimum Level of Competency = Level 3)

3a. What BIM Uses/Deliverables are responsible by you/your team?

3D Coordination, Cost Estimation, Phase planning, As-Built Modelling, Asset Management

3b. Please elaborate your involvement in compiling Employer's Information Requirement (EIR) / Asset Information Requirement (AIR) / BIM Execution Plan (BEP).

I reviewed BEP and BIM spec. to ensure our works fulfill requirements

3c. How your involvement in coordination in the project can benefit the team to maintain the BIM dataset, monitoring work progress and achieve the BIM Uses/Deliverables mentioned in (3a)?

BIM dataset are well stored in a single model; work progress are monitored with developed BIM

3d. Do you have any role in various project meeting related to BIM? How your involvement enhance coordination of the project stakeholders?

I do not have another role in various project meeting related to BIM.

3e. Please elaborate on other things, if any, that you had demonstrated the required level of CC3 in this project.

CC4 – Digital Information Management, Collaboration and Integration

Ability to execute and administer the operation of a Common Data Environment (CDE) and data quality control system for effective use and sharing of digital information in a BIM project. (Minimum Level of Competency = Level 3)

4a. How you maintain the BIM-related data structure (internally or externally) of the project team and how it benefited this project?

We maintain BIM related data structure according CIC BIM Standard General on CDE platform.

4b. How your involvement in BIM data exchange (internally or externally) activities can help to meet or benefit the project flow, meeting work schedules and project coordination effectively?

I involved in the BIM data exchange to ensure the project inline with master construction programme.

4c. Please elaborate if you were involved in setting up or administrating the project CDE. If not, please elaborate your contribution to the CDE as a user or other role which benefited this project.

I involve in setting up project CDE, I ensure folder structure and documents fulfill BEP requirement.

4d. Please elaborate if you were involved in any task related to BIM data quality control (QC) or BIM data quality assurance (QA) of this project. How you coordinated with the team (internally or externally) to comply with BIM QC/QA of this project and meeting client's expectation?

BIM data quality control (QC) plan are developed in early project stage and check biweekly by our BIM team.

4e. Please elaborate on other things, if any, that you had demonstrated the required level of CC4 in this project.

Section 7 References*

Please provide details of two referees, one from your client and one from your employer. The referees below should be the evaluators of your Client Evaluation Form and Employer Evaluation Form. Please refer to Section 4 and 5 of the Application Guide for detail.

	Client	Employer
Full Name	Chan Ying Wai	Lai Siu Fung
Contact Number	2345 6789	2123 4567
Email Address	chanyingwai@gmail.com	laisiufung@123.com
Relationship with the applicant	Project Supervisor	Supervisor

Section 8 Declaration and Undertaking*		Please tick the following boxes to confirm
1)	I am a relevant BIM practitioner currently competent to practise in the following field: <input type="checkbox"/> Architecture/ <input checked="" 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 9 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 Coordinator 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 9 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 10 Applicant Declaration

I, CHAN Tai Man (name in full) being an applicant for certification as a Building Information Modelling (BIM) Coordinator 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-imburement 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) Coordinator.

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) Coordinators" 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.

CHAN Tai Man

Signature of applicant

Date: 1 Apr 2020

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

Section 11 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 Coordinators (Form PN03-F-01).
<input checked="" type="checkbox"/>	N/A	<p>Certified true copies of academic qualification certificates related to a diploma (or equivalent) in Qualifications Framework (QF) Level 4 or above qualification 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 3 years of full-time relevant 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"> - CIC designated staff; or - HR/authorised staff of current employer; or - A recognised certified public accountant/solicitor/notary public; or - "Registered Architect", "Registered Professional Engineer" or "Registered Professional Surveyor" in Hong Kong. <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>Filled-in and duplicate of Section 6c – Selected practical experience in BIM project coordination and related tasks that able to demonstrate you possess the required levels of the Core Competencies as stipulated in the Certification of BIM Coordinators.</p> <p><i>*Grandfathering route applicants should have at least 6 years of full-time work experience in the industry (stationed in Hong Kong for at least 2 years) and at least two years of full-time experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 1 year) on or before 31 December 2019.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed and signed Client and Employer evaluation forms, with duplicate of respective selected BIM project in Section 6c, either in hardcopy (in a sealed envelope) or softcopy via email from the Client and Employer directly.
<input checked="" type="checkbox"/>	N/A	Evidence of completing a CIC-Accredited BIM Coordinator Course. (e.g. completion certificate) (Refer to Section 4 – BIM related Education, and submit the relevant certificate.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence of completing 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 4 – BIM related Education, and submit the relevant certificate.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Portfolio of BIM work examples (<i>for the selected project(s)</i>).
<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 Coordinator Course in support of their applications. This grace period will end on 31 December 2019.

Section 12 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

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