

Building Rehabilitation Company Registration Scheme (BRCRS)

Consultation

2 July 2019



Requirements on Building Rehabilitation

References

ICAC

The Buildings Ordinance

The Competition Ordinance

PNBI-1

PN HKIS

AACSB Handbook

ISO 9001

ISO 37001

Building Regulation

MBIS and MWIS

ADM-2

URA Guidebook

Contractor Management Handbook

ISO 45001

Building Management Ordinance

CoP Site Supervision

Standard Contracts

PASS and MASS



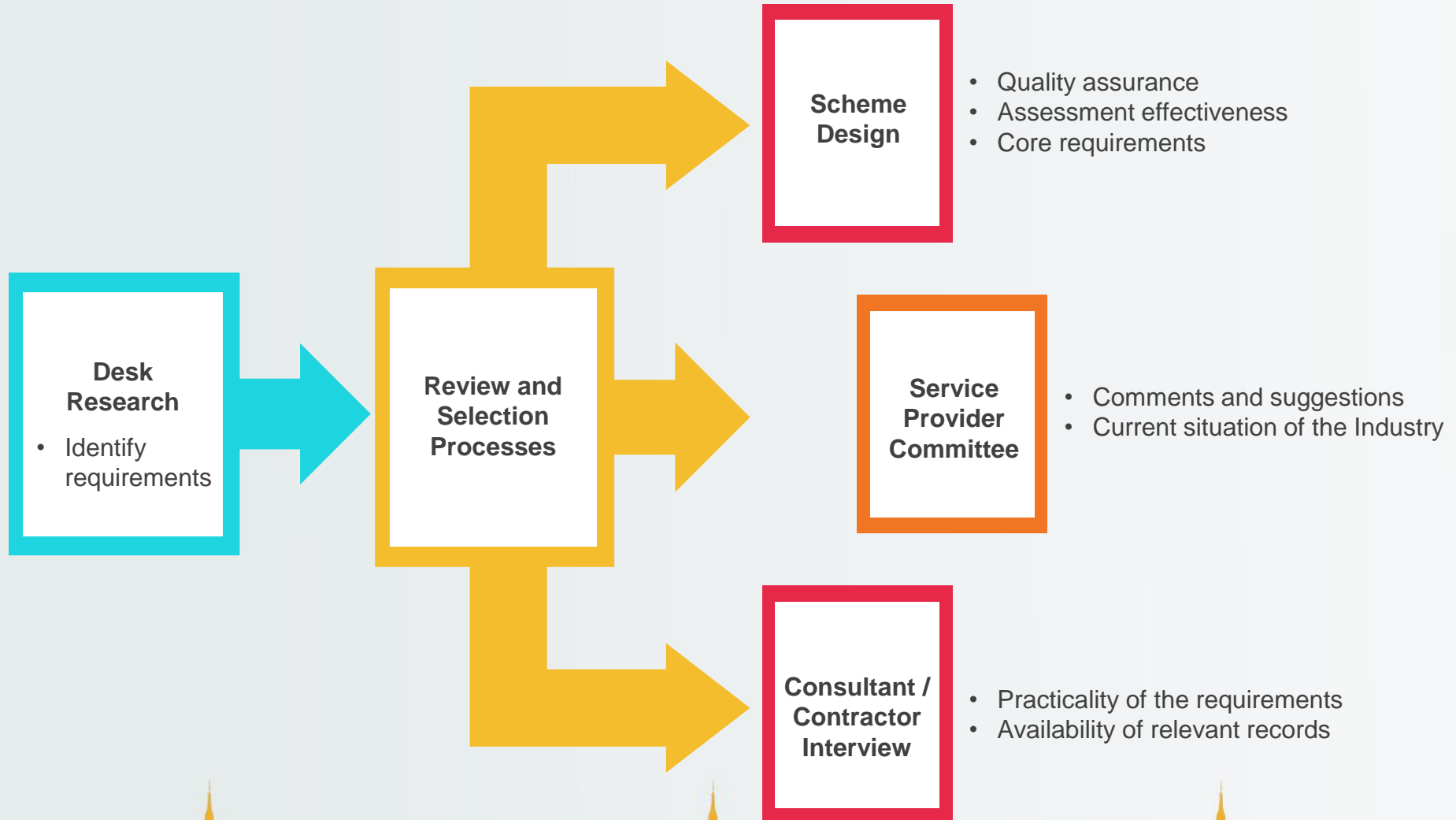
Background

The quality of building rehabilitation works

- Governed by Laws and Regulations on the works
- Governance on professional personnel of various construction disciplines

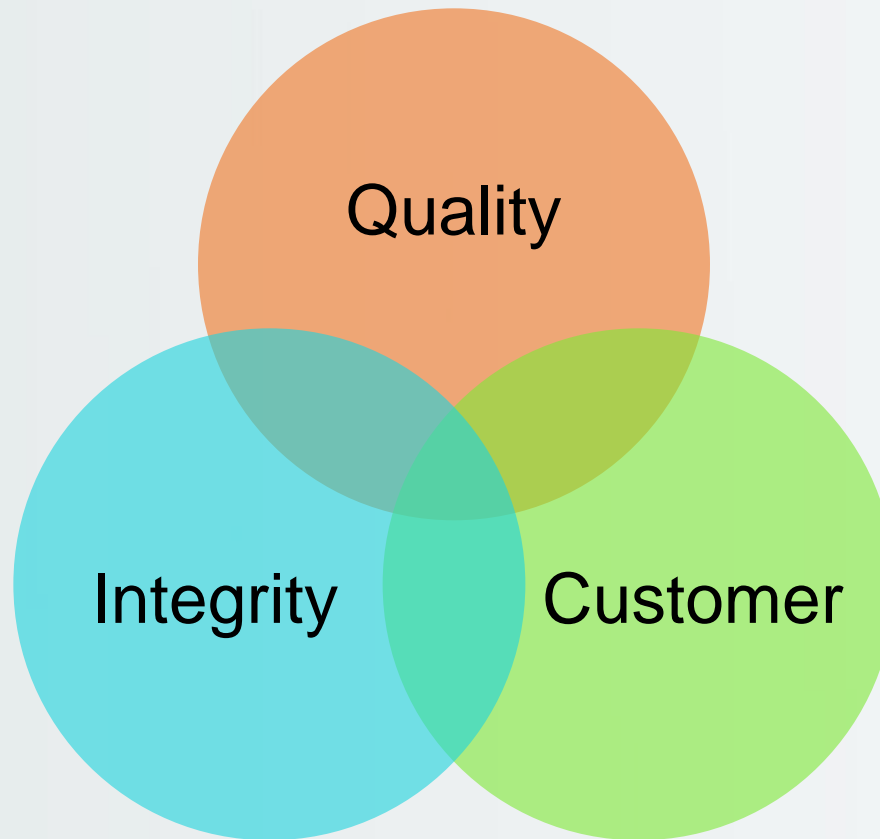


Review and Selection



Scheme Focus

3 related aspects



About the Scheme



About the Scheme

Declaration and Disclosure Requirements

8 Basic Company Information Items

3 Convictions and Disciplinary Proceedings Disclosures Items

5 Company Information Disclosure Items

Assessment Requirements

13 Core Requirements



Registration Requirements



Basic Company
Information

Core
Requirements



Basic Company Information

Convictions and Disciplinary Proceedings (定罪和紀律訴訟) Disclosures Items



(CDI-1) Senior Management (高級管理層) Conviction for Bribery (賄賂) Offences

- any conviction for bribery offences
- Cap 201 Prevention of Bribery Ordinance (第201章《防止賄賂條例》)
- senior management staff
- past 3 years
- any such cases currently under legal proceedings



(CDI-2) Senior Management Conviction for Anti-competition (反競爭) Offences

- any conviction for anti-competition offences
- Cap 619 The Competition Ordinance (第619章《競爭條例》)
- senior management staff
- past 3 years
- any such cases currently under legal proceedings



(CDI-3) Conviction Leading to Imprisonment

- any conviction for malpractice or misconduct (瀆職或不當行為) in building works or construction related activities
- senior management staff
- leading to imprisonment (導致監禁)
- past 3 years

Basic Company Information

Company Information Disclosure Items

(GDI-1) Project Reference (項目參考)



one to three projects
completed within 5 years

Scope of works:
Fire Service
Installation Works

**Actual completion
Date**
(實際完工日)

Project locations

**Amount of total
project contract
Sum (總項目金額) &
Amount of your
contract sum**

Contract period



numbers of projects
completed within 5 years
(完成的項目)



**numbers of work in process
(WIP) projects (正在進行中的項目)**

Basic Company Information

Company Information Disclosure Items

(GDI-2) In-house AP/RI (for Consultant only)

- number of in-house AP / RI



(GDI-4) Other Company Information

- related parties (關聯公司) on URA's BRCRS registered company list
- e.g. holding company and subsidiary

(GDI-3) In-house Professional Staff

- number of in-house professional staff
- their professional qualifications (專業資格)



(GDI-5) Change of Company Name

- previous name(s) of company with dates



Discussion



Registration Requirements



Basic Company
Information

The diagram consists of two rectangular boxes. The left box is solid yellow and contains the text 'Basic Company Information'. The right box is solid orange and contains the text 'Core Requirements'. This orange box is enclosed within a larger, hollow blue rectangular border.

Core
Requirements

Core Requirements

Item	CORE REQUIREMENTS	Related Aspects		
		Quality	Integrity	Customer
1	Contract Management Risk Control	X	X	
2	Oversight of hidden works	X	X	
3	Material submissions approval	X	X	X
4	Oversight of subcontractor works		X	X
5	Approval of completion of defects rectification		X	X
6	V.O. approval	X	X	X
7	Interim payment transparency	X	X	X
8	Final payment validation	X	X	X
9	No Conviction for Bribery Offences		X	
10	No Conviction for Anti-competition Offences		X	
11	Employee awareness on anti-bribery & prohibition of anti-competition		X	
12	Client satisfaction	X		X
13	Complaint handling	X		X



Core Requirements

1. Contract Management Risk Control

Proper qualified personnel

- **Tender document** enclose the copy of the RFSIC's qualification was submitted during the tender invitation.

Staffing proposal and key personnel committed

- **Staffing proposal (員工編制建議書)** shows the qualifications and relevant experience of the key personnel, and their responsibilities and degree of involvement
- **Site inspection plan (地盤檢查計劃) and supervision records (監督記錄)** show the participation and degree of involvement of the key personnel which matches the staffing proposal committed.

Core Requirements

Commitment on progress checking and identifying any delay, and taking actions to mitigate the impact from the delay

- **Minutes of progress meeting (進度會議記錄) with Consultant, Submission of updated master programme (工程建造總流程表), site photos, progress reports (進度報告).**
- If delay is found, the **delay reporting record (延遲報告)** shall be obtained.



Core Requirements

2. Oversight of hidden works

Condition - Submission of hidden works completion evidence

- **Submissions of measurement records, site photos and site supervision records** of the completion of hidden works

Condition - On-site supervision of hidden works

- **On-site supervision records (現場監督記錄)** show the hidden works were under supervision

Core Requirements

3. Material submissions approval

Submission & approval adhere to project brief & contract specification

- **Sampled Contractor's material submission**
- **project brief** (if any) and **contract specification**.
- **approval documents** received from Consultant and the corresponding **material procurement records** (材料採購記錄)

Provisions of materials samples

- **Contractor's material samples** (材料樣辦) **provisions**
- corresponding **approval from Consultant** and the corresponding **material procurement records**

Core Requirements

Condition – Justification on use of brand name or restrictive specification

- *The **Contractor's justification** shows reason of using the requested brand of repair materials or restrictive specification*



Core Requirements

4. Oversight of subcontractor works

Joint inspection with
Consultant / Client

- **Invitation record / joint inspection (聯合巡查) records**, such as the email, meeting minutes and/or photo records



Core Requirements

5. Approval of completion of defects rectification

Joint inspection by consultant & contractor before p.c. to confirm the defective works

- **Invitation record / joint inspection (聯合巡查) records**, such as the email, meeting minutes and/or photo records

Joint inspection by consultant & contractor before DLP expiry to confirm satisfactory rectification of defects

- **Invitation record / joint inspection (聯合巡查) records**, such as the email, meeting minutes and/or photo records



Discussion



Core Requirements

6. Variation Order (V.O.) Approval

Obtain Consultant's approval prior to V.O. works

- **Consultant's approval document**

Cost estimate/quote provided to Consultant prior to V.O. works

- **The cost estimation submissions**



Core Requirements

Condition - V.O. similar to the works item in contract

- The **cost estimation** (估價) **submissions**;
- **made reference to the tender prices** (投標價格)

Document all the work variations and the costs involved, AND submit to Consultant

- The **V.O. log** encloses the work variations (工程變更) and the costs



Core Requirements

7. Interim payment transparency

Joint inspection with Consultant before I.P. and completed works records submission

- **Invitation record / joint inspection (聯合巡查) records**, such as the email, meeting minutes and/or photo records;
- **OR inspection photo records, formal written notification, progress report (進度報告) and the submitted statements (呈交聲明)**



Core Requirements

8. Final payment validation

Complete defective works rectification prior to final claims submission

- **Final claims submissions (尾款申請), F.C. cert. (完工紙), R.I.'s certificate of completion (if applicable), defective works rectification completion reports (執修完工報告書) and defect list (執修項目)**

Joint inspection with Consultant before F.C.

- **Invitation record / joint inspection (聯合巡查) records**, such as the email, meeting minutes and/or photo records;
- **OR inspection photo records and formal written notification.**

Discussion



Core Requirements

9. No conviction for bribery offences

No conviction for bribery offences against the senior management staff

- **Declaration** shows that no conviction for bribery offences under Cap 201 Prevention of Bribery Ordinance against the senior management staff when under employment of the Company in the past 3 years.

No conviction for bribery offences against the employees (other than senior management staff)

- **Declaration** shows that no conviction for bribery offences under Cap 201 Prevention of Bribery Ordinance against the employees (other than senior management staff) when under employment of the Company in the past 3 years.



Core Requirements

10. No conviction for anti-competition offences

No conviction for anti-competition offences against the senior management staff

- **Declaration** shows that no conviction for anti-competition offences under Cap 619 The Competition Ordinance against the senior management staff when under employment of the Company or against a corporation in the past 3 years.

No conviction for anti-competition offences against the employees (other than senior management staff)

- **Declaration** shows that no conviction for anti-competition offences under Cap 619 The Competition Ordinance against the employees (other than senior management staff) when under employment of the Company in the past 3 years.



Core Requirements

11. Employee awareness on anti-bribery & prohibition of anti-competition

Training to all employees on legal requirements and good practices

- **Training records** show the Company has provided all the employees with training on:
 - the anti-bribery legal requirements and the recommended practices, and
 - the prohibiting anti-competition legal requirements and the recommended practices



Core Requirements

12. Client satisfaction

Obtain Client's feedback
(by end of DLP)

- **Path 1 - Client's satisfaction feedbacks (客戶滿意度反饋)**, such record could be the satisfaction survey, letter of appreciation, contractor/consultant performance report;
- **OR Path 2 - Valid ISO 9001 certificate**



Core Requirements

13. Complaint handling

System for receiving, follow-up, taking corrective action

- Company's **internal procedure or documentation** shows the mechanism for **handling complaints** is in place.

ditto for subcontractor's works inc. preventive action & penalty

- Company's **internal procedure or documentation** shows the mechanism for **handling complaints of subcontractors** received is in place.

Complaint log

- A **complaint log** shows the records of complaint received throughout the project life cycle.

Condition – Timely follow-up actions, if complaint was received

- ***Client's/Consultant's final agreed timeframe or the written client's instruction, and the Contractor's written complaint reply shows the complaint has been timely followed up.***

Discussion



Registration Process



Core Requirements Assessment

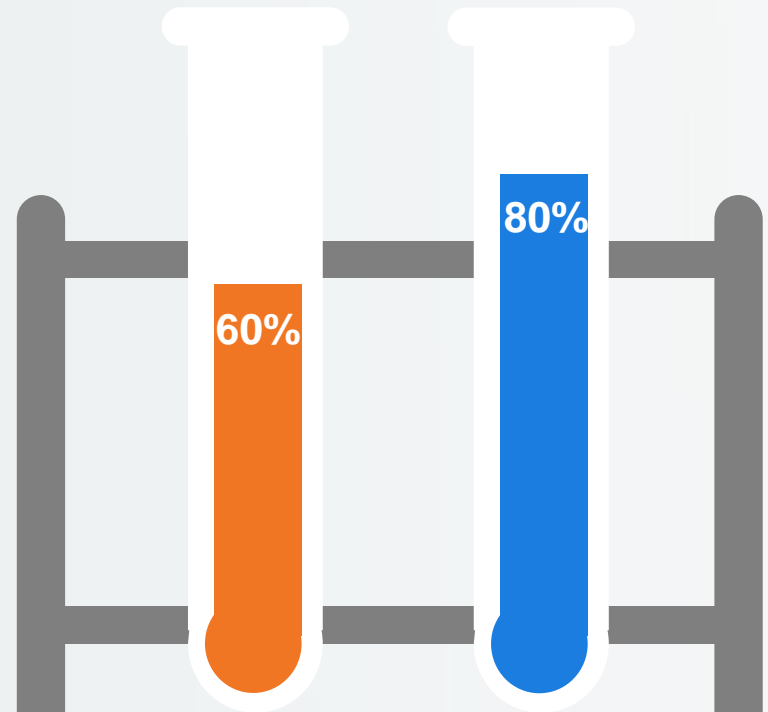
Passing Marks

60% Initial Registration (首次註冊)
points of Core Requirements

80% Registration Renewal (註冊續期)
points of Core Requirements

Registration Validity
(註冊有效期)

2 years



Core Requirements Assessment

Project sampling (項目抽樣)



Square-root of total number of projects (項目總數的平方根) in the past 1 year before certification & in 2 years before renewal

- Including both completed and on-going projects
- With at least 1 completed project

Core Requirements Assessment

Assessment coverage (評審範圍)

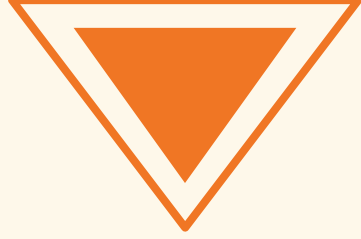


- Demonstrate full coverage of all core requirements during the assessment
- Make use of sampled processes (抽樣過程) for determination of requirements fulfillment



Discussion





Thank you!

