

HONG KONG QUALITY ASSURANCE AGENCY SUSTAINABLE BUILDING INDEX (HKQAA SBI)

APPLICATION GUIDELINES OF SBI VERIFIER LISTING

1. Roles and Responsibilities of Listed SBI Verifiers

1.1 The primary duty of the SBI Verifier is to verify if the contents of HKQAA SBI Final Submission Report submitted by the HKQAA SBI subscriber are fair and true. Upon completion of verification of HKQAA SBI Final Submission Report, the SBI Verifier shall declare his/her verification conclusion in the HKQAA SBI Final Submission Report.

2. Eligibility of Applying for Listing as an SBI Verifier

2.1 For listing as an SBI Verifier, a person must satisfy the following requirements in order to be listed in the SBI Verifier's List:

- i. He or she has completed the HKQAA SBI training; and
- ii. He or she shall be a registered building professionals whose name is on the inspectors' register of Buildings Department of HKSAR; or
- iii. He or she has obtained the prescribed qualification(s) stated in (3).

The eligibility is determined at the discretion of HKQAA.

3. Eligible Qualifications

3.1 Members of the following professional institutions are eligible to apply for listing as SBI Verifier:

- i. The Hong Kong Institute of Architects;
- ii. Hong Kong Institute of Construction Managers;
- iii. Membership of The Hong Kong Institution of Engineers (for disciplines of Building, Building Services, Civil and Structural only);
- iv. The Hong Kong Institute of Housing;
- v. The Hong Kong Institute of Surveyors;

- vi. BEAM Professionals of The Hong Kong Green Building Council;
- vii. HKQAA approved professionals deemed to comply with the above professional qualifications.

Note 1: Only Fellow Member and Member are accepted.

Note 2: The listing application for an applicant holding a professional qualification other than (i) to (vii) stated above shall be reviewed and approved by the Technical Panel of HKQAA SBI.

4. Application for Listing as a SBI Verifier

4.1 Applicants who apply for listing as a SBI Verifier shall complete and submit the form of “Application Form of SBI Verifier Listing” together with supporting documents of his professional qualification(s) and completion of HKQAA SBI training to HKQAA.

5. Duration of Listing and Listing Fee

5.1 The listing of SBI Verifier shall be valid for 2 years.

5.2 The application for listing as an SBI Verifier is **free of charge** if it is made **on or before 30 November 2013**. However, the applicant shall pay for the training fee and complete the training before listing.

6. Renewal of Listing Status

6.1 An applicant who wishes to renew his or her listing status as an SBI Verifier shall submit the “Application Form of SBI Verifier Listing” together with supporting documents of his professional qualification(s) in three months prior to the expiry date of his or her listing status.

7. Policy on Handling Personal Data

7.1 If the application of SBI Verifier Listing is unsuccessful, the personal data submitted by the applicant will be kept by HKQAA for a period of 3 months prior to disposal.

7.2 HKQAA will retain the personal data of a listed SBI Verifier including documentation for a period of 7 years from the date the listed SBI Verifier discontinues his or her listing status.

8. Rights of HKQAA

8.1 HKQAA reserves the right to grant, renew, suspend or withdraw the listing status of a Listed SBI Verifier. When removing the listing status of the SBI Verifier, HKQAA will issue a notice called “Removal of Listing Status of SBI Verifier” to the SBI Verifier by mail and email. A person who has received the notice will not be allowed to apply for listing as SBI Verifier again within one year.

8.2 HKQAA reserves the rights to make final decisions in case of any disputes.