



## HONG KONG QUALITY MANAGEMENT ASSOCIATION Registered Professional Quality Engineer (RPQE) Registration Form

### Guidance

The requirements for becoming a Registered Professional Quality Engineer are demanding and completing this form will take some time. If you have any questions or queries, please contact the HKQMA membership team.

### Applications for RPQE

Complete only the Member part of this form if you are applying for Registration Scheme on the experiential route or transferring from Associate or Student to Chartered Member on the experiential route.

### Coverage of the requirements

There are 6 sections and a number of elements under each section. You should demonstrate knowledge in all 6 sections, however, we recognize that you will not have extensive knowledge in every element and indeed that you will have more expertise in certain elements and sections than others. Therefore, your submission should demonstrate that you have addressed a significant part of each section as much as you can.

### Referencing your evidence

For each element you need to provide a description of how you meet the requirement and in the 'Your evidence' box, where possible and appropriate, provide documentary evidence. Please number your evidence and note the number in your application form and review reports.

### Verification

Your completed application form together with all necessary supporting documents should be reviewed, verified and signed by your supporters.

### Important Notes to Applicants

Please read carefully the *"Application Guide for Registered Professional Quality Engineer"* BEFORE completing this application form.

Upon submission, this Application Form and all other attached documents become part of CIC records and are not returnable regardless of the assessment result.

Entries in Sections 2 to 6 of this form should be made in reverse order of time, i.e. starting with the most recent.

Please tick if you are being as one the Members in HKQMA:

- Fellow Member of HKQMA (FHKQMA)  YES
- Ordinary Member of HKQMA (MHKQMA)  YES

Please tick if you are also applying for RPQE via the Route as stipulated in Application Guide - Section 3.1.1:

- Professional Route (RPQE)  YES
- Education Route (RPQE)  YES
- Experience Route (RPQE)  YES

➤ Apply for Discipline(s): \_\_\_\_\_

Please insert your  
Passport Photo

### Section A PERSONAL DETAILS

TITLE: \_\_\_\_\_ SURNAME: \_\_\_\_\_

FORENAMES (in full): \_\_\_\_\_ HKID/Passport No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Post nominals/Qualifications: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Country: \_\_\_\_\_

Home tel: \_\_\_\_\_ Mobile tel: \_\_\_\_\_

Home email: \_\_\_\_\_

### Section B EMPLOYMENT DETAILS

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Employer/ Company name: \_\_\_\_\_

Employer/Company address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Country: \_\_\_\_\_

Work tel: \_\_\_\_\_ Daytime tel: \_\_\_\_\_

Work email: \_\_\_\_\_

**Section C TECHNICAL EDUCATION AND ACADEMIC QUALIFICATIONS**

Applicant is required to provide certified photocopies of their academic awards unless previously submitted. **Please ensure that your academic qualifications satisfy the requirements of the grade(s) you are applying for before submitting your application.**

**Part 1: Academic Qualifications (In reverse order)**

From (mm/yy)	To (mm/yy)	Name of Academic Institution	Mode of study (Part-time, Full-time, Distance Learning)	Major Subject	Awarded Title	Date Achieved (mm/yy)

**Part 2: Professional Qualifications (In reverse order)**

Name of Professional Body	Membership/Title	Date Achieved (mm/yy)	Membership Expiry Date (mm/yy)

**Part 3: Construction Quality Management 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)

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

**Section D WORKING EXPERIENCE**

Applicant is required to provide certified photocopies of their current employer, indicating their line manager and any directly reporting staff, unless previously submitted. **Please ensure that your full time working experience satisfy the requirements of the grade(s) you are applying for before submitting your application.**

**Part 1: Employment History (In reverse order)**

From (mm/yy)	To (mm/yy)	Name of Company/ Organization	Position	Scope of works and Responsibilities

**Part 2: DETAILS OF PRESENT EMPLOYMENT**

<b>Name of Current Employer:</b>	
<b>To whom do you report?</b> (Name)  (Position)	
<b>Who reports to you?</b> (No. of staff)	

**Provide details of posts held by your staff (giving professional qualifications) if applicable:**

- ✓ Please insert additional rows in the word document (if applicable).
- ✓ Overlapping period of working experience shall be counted in once only.

### Section E REFERENCES

Applicant must provide the names and email addresses of two (2) supporters. Both supporters should have known you for a period of not less than two (2) years and be in a position to validate your professional experience. One of the supporters should also sign off all your supporting materials including the Case Study and Professional Review Report.

Supporters should be current members of HKQMA and at the same or a higher grade or level of registration for which you are applying.

Applicant who is unable to identify HKQMA supporters should contact the Membership Department for advice. HKQMA will accept references from members of other professional engineering and science institutions of equivalent standing.

#### Supporter 1:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Professional Qualifications: \_\_\_\_\_

Membership Number: \_\_\_\_\_

#### Supporter 2:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Professional Qualifications: \_\_\_\_\_

Membership Number: \_\_\_\_\_

### Section F DECLARATIONS BY SUPPORTERS

#### Declaration by Supporter 1:

I have known the applicant for \_\_\_\_ years and I confirm that, to the best of my knowledge, the information contained within this application is true. I am of the opinion that the applicant is a worthy candidate for consideration by the Institute.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### Declaration by Supporter 2:

I have known the applicant for \_\_\_\_ years and I confirm that, to the best of my knowledge, the information contained within this application is true. I am of the opinion that the applicant is a worthy candidate for consideration by the Institute.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Section G DECLARATIONS BY APPLICANT

### Declaration by Supporter 1:

I, the undersigned, agree that in the event of my becoming a Registered Professional Quality Engineer (RPQE), I will conduct myself honourably in the practice of my profession and to the utmost of my power will maintain the dignity and welfare of the HKQMA and will observe the Code of Professional Conduct of the HKQMA for the time being in force.

To celebrate the achievement of those who are awarded professional grades, HKQMA publishes their names and registration number in our membership website.

HKQMA may wish to send you information on products and services available from or supported by the Institute. HKQMA may occasionally send you information about relevant events, products and services provided by other organizations.

I do/ do not\* wish to receive such mailings.

*\*please delete the inappropriate*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Notes:

HKQMA reserved all the rights throughout the application and registration process.

HKQMA will hold and use the data provided in your application for the purposes of assessing your application. It may also pass relevant information on to the respective registration bodies where relevant, i.e. Engineering Council, Science Council or Society for the Environment.

We are committed to protecting your personal data and will process it in compliance with Data Protection law. For more information on how we process and protect your data and your rights under the HKQMA Data Protection Regulation and governed by the Cap.486 Personal Data (Privacy) Ordinance in Hong Kong.

## **Section H PERSONAL COMPETENCE STATEMENTS**

Registered Professional Quality Engineers must be professionally competent throughout their careers, with regards to their education, training and experience. Registration with HKQMA - RPQE requires candidates to demonstrate competence and commitment to quality management and engineering, continued professional development and the obligation to act with integrity and in the public interest.

### **Part 1: Executive Summary**

Provide a summary of your construction work (around 200 to 300 words) including for each employment, to include the name and location of your employer, the period of employment, your job title(s) and a brief description of your role, responsibilities and key achievements in each position.

## Section H PERSONAL COMPETENCE STATEMENTS

### Part 2: Professional Review Report

Provide a competency statement, of between 1,500 and 2,500 words, to demonstrate the applicant's practical experience in Construction Quality Management and English writing skills.

*(Separate sheet is accepted, if necessary)*



## Section I PERSONAL INFORMATION COLLECTION STATEMENT

### Notes:

#### Purpose of Collection and Use of Personal Data

The personal data collected will be used for purposes relating to your application for registration as RPQE in HKQMA to assess your suitability for entitlement of “RPQE”, if applicable. You must ensure that all personal data provided to HKQMA are accurate, complete and up-to-date. Your personal data may be provided to divisions/units, and/or any internal/external parties, where applicable, authorized to process the information for purposes relating to the Membership in HKQMA, for example, qualifications verification, employment reference check, etc. as may be necessary.

#### Retention of Personal Data

HKQMA will take all practical steps to keep your personal data confidential for future reference purpose. The information provided will be used for the assessment for your application. HKQMA will only retain the successful candidate’s personal information for future institution events. Thereafter, those unsuccessful application together with all materials provided will be disposed of.

#### Access and Correction of Personal Data

You may at any time request access to and correct personal data relating to you in any of our records. A reasonable fee for the processing of any data access request may be charged. Any request should be addressed in writing to HKQMA via [enquiry@hkqma.org](mailto:enquiry@hkqma.org) or via fax number: (+852) 2581 2212.

## Section J SUBSCRIPTION PAYMENT

All payments received are non-refundable, non-endorsable and non-transferable. Please mail your payment to the Registered Professional Quality Engineer Assessment Panel, Hong Kong Quality Management Association, Room 130, 1 Floor, Liven House, 61-63 King Yip Street, Kwun Tong, Kowloon.

HSBC Bank: **Hong Kong Quality Management Association** A/C No. **004-019-147404-001**

FPS ID: 167799006

A Cheque/Pay-in slip/ATM transfer/FPS made payable to “Hong Kong Quality Management Association”

Cheque No. (if any): \_\_\_\_\_

Bank-in Ref. No. (if any): \_\_\_\_\_

Name of the bank: \_\_\_\_\_

Amount in HK\$ \_\_\_\_\_