

**Hong Kong Quality Management Association**

**Application Guide for  
Registered Professional Quality Engineer  
(Construction Stream)**

**[RPQE (Construction)]**

**Version: December 2020**

## Application Guide for Registered Professional Quality Engineer (Construction) – [RPQE]

### 1. Background

- 1.1 This Application Guide sets out the approach and procedures to be adopted in the processing and assessment of applications for **Registered Professional Quality Engineers (RPQE)**.
- 1.2 The construction industry is concerned about the recent development with regard to construction quality supervision incidents. “Quality Alert – Construction Quality Supervision Alert (Ref. Quality Alert 001/19)” and “Review Report on Quality Site Supervision Practices of the Hong Kong Construction Industry” were issued by the Construction Industry Council (CIC) in March 2019 and August 2020 respectively. One of the key initiatives in the Alert and Reports was to reveal a strong message of quality control to all the construction activities and emphasize the importance of quality assurance, as well as to uphold the execution of the current construction quality supervision system to industry practitioners.
- 1.3 In 2020, the HKSAR Government decreed that Digital Works Supervision System (DWSS) must be implemented in the design and construction of all major government capital works projects to enhance the standard and efficiency of work supervision as well as the quality and safety of works. This has generated a surge in demand for Construction Quality personnel and training needs.
- 1.4 The driving needs of Construction Quality Management in local construction industry are essential after studied the Commission on Inquires (CoI) final report for the Shatin to Central Link Railway issued on March 2020 by the Hong Kong Government. The report has been pointed out that the quality issue of MTRCL Shatin to Central Link Project is not a single incident, but a general phenomenon of Hong Kong construction industry. The recommendations made in the final report of CoI should be equally applied to all stakeholders of construction industry.
- 1.5 In light of a great demand for the quality professionals in construction projects from the public and the private sectors, our Board of Directors in HKQMA have agreed to take the leading role for investigating on any enhancement works for the quality management in the construction industry and promoting the Construction Quality Management in accordance with the statutory requirements and relevant standards.
- 1.6 To ensure that construction professionals have appropriate skill levels and competency in Construction Quality Professionals, and that the scope and quality of Construction Quality courses provided in the market meet the needs of the industry, it was important to establish a registration body for Construction Quality personnel and an accreditation body for Construction Quality courses in Hong Kong.
- 1.7 To facilitate the healthy development of Construction Quality in Hong Kong, HKQMA has introduced the Registered Professional Quality Engineer [RPQE] (Construction) Registration Schemes to ascertain the competency of Construction Quality personnel and the quality of local training courses.
- 1.8 Being as a leading professional body for quality and engineering professionals, HKQMA aims to upgrade the standards of construction site supervision and provides RPQE with a comprehensive and clear understanding of the quality management for construction industry.

## 2. Eligibility Criteria for Registered Professional Quality Engineer (Construction)

### 2.1 Construction Quality Management Relevant Practitioner

The Registered Professional Quality Engineer (RPQE) is targeted at all Construction Quality Practitioners who already have relevant practical experience in engineering and construction projects\*, such as

- ✓ in establishment of Quality Management System; or
- ✓ planning, design, contract administration and execution of Quality Assurance or Quality Supervision for construction or building projects in the areas of quantity surveying, construction management, project management, cost and program management, design management and specification, and property management;

RPQE applicants shall also require to obtain the adequate Construction Quality Management education to meet the relevant academic and/or professional qualification requirements, or have completed a bridging course of Registered Professional Quality Engineer Course.

\* Practical experience in Construction Quality Management should be gained from construction projects which necessitate the implementation of Quality Management System and the associated deliverables are to meet certain objectives of the projects. These deliverables as products of Quality Reports 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.

### 2.2 Core Competencies of a Registered Professional Quality Engineer (RPQE)

The Core Competencies of a RPQE are:

- ✓ RPQE Initiation (Ability to describe Quality Management concept definitions and scope, Quality standards and guidelines in the Hong Kong and global contexts).
- ✓ Quality System Software and Technologies (Ability to explain Quality Analysis software and the modelling process, and current and upcoming technologies).
- ✓ Quality Management Tools Uses and Processes (Ability to understand Quality Supervision and Quality Management software applications, and to design and manage the overall process of a higher quality standard project).
- ✓ Digital Information Management, Collaboration and Integration (Ability to plan and execute the setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a quality project).
- ✓ Commercial and Contractual Aspects (Ability to describe commercial and financial issues of Quality Management as well as quality-related contractual issues).
- ✓ Communication Skills (Ability to apply effective interpersonal and communication skills in a variety of public and interpersonal settings, such as presentations, meetings, report / training material writing, etc.).

Core subjects of a RPQE Course under the Registered Professional Quality Engineer Schemes are listed in Annex A of this Application Guide.

### 3. Assessment Criteria

3.1 The following assessment criteria will be adopted for Registered Professional Quality Engineer:

3.1.1 The applicant has obtained:

- ✓ **Professional Route:** a HKQMA-recognized professional qualification in architecture, engineering, surveying, building or construction disciplines, or equivalent, and with professional qualification in quality discipline, i.e. Full membership of the Engineering professional institutions together with Full membership of the Quality Management professional institutions;
- ✓ **Education Route:** a Degree accredited or recognized by HKQMA in architecture, engineering, surveying, building or construction disciplines, or equivalent, plus minimum of 5 years of relevant post-degree experience (stationed in Hong Kong for at least 12 months) with 3 years of on-the-job experience in a quality supervision position; or
- ✓ **Experience Route:** a Higher Diploma or Higher Certificate recognized by HKQMA in architecture, engineering, surveying, building or construction disciplines, or an acceptable equivalent in a recognized engineering or technological disciplines, and received adequate quality management training, such as ISO management system training etc., plus minimum of 10 years relevant post-degree experience (stationed in Hong Kong for at least 12 months) with 3 years of on-the-job experience in a quality supervision position;  
**and**
- ✓ had in the past 5 years gained at least 2 years of practical experience in Construction Quality Management (stationed in Hong Kong for at least 6 months), such as in development of Quality standards; planning, design, contract administration and execution of Construction Quality projects in the areas of quantity surveying, construction management, project management, cost and programme management, design management and specification, and property management, BIM modeling and quality assurance, etc.;
- ✓ Submit a competency statement (Professional Review Report incorporated in Application Form), of between 1,500 and 2,500 words, to demonstrate the applicant's practical experience in Construction Quality Management and English writing skills;
- ✓ Case Studies related Construction Quality Management;
- ✓ Successful completion of Construction Quality Course(s) accredited by HKQMA;
- ✓ Completed and signed off the declaration statements and all supporting documentation by the applicant and their supporters; and
- ✓ A detailed applicant's curriculum vitae.

### 4. Processing and Assessment of Application for Registration of RPQE

4.1 An applicant for registration as a Registered Professional Quality Engineer must submit the following to RPQE Registration Panel of HKQMA for assessment: -

- ✓ Completed application form for Registration of RPQE;
- ✓ Application and Assessment Fees (non-fundable);
- ✓ Certified true copies of membership certificates - related to a HKQMA recognized professional qualification, i.e. full membership of IRCA, HKIA, HKIE or HKIS, OR certified true copies of academic qualification certificates related to a degree accredited or recognized by a HKQMA recognized professional body in quality management plus architecture, engineering, surveying, building or construction, or equivalent, as recognized by HKQMA;
- ✓ Proof of relevant post-degree experience;

- ✓ A portfolio of work examples that proves the applicant has in the past 5 years gained at least 2 years of managerial experience in Construction Quality Management (stationed in Hong Kong for at least 6 months);
- ✓ A completed and signed Certification of Practical Experience in Construction Quality Management (Annex of Application Form);
- ✓ A competency statement (Professional Review Report incorporated in Application Form), of between 1,500 and 2,500 words, within the 6 core competencies required for a RPQE are given in Section 2.2;
- ✓ Case Studies related Construction Quality Management;
- ✓ Evidence of completing a RPQE accredited course, or equivalent training;
- ✓ Completed and signed off the declaration statements and all supporting documentation by the applicant and their sponsors; and
- ✓ A detailed applicant's curriculum vitae.

Upon receipt of an application, the RPQE Panel of HKQMA will assess the completeness of the documents submitted and will request the applicant to provide further details of substantiate the application, if needed.

- 4.2 The RPQE Assessment Panel will review the content of the submitted documents, and if considered to be satisfactory, will invite the applicant to attend an interview. The purpose of the interview is to assess whether the applicant possesses the core competencies and practical experience required for a RPQE.

Upon completion of the assessment, RPQE Assessment Panel will make a recommendation to the HKQMA Board of Directors for approval or disapproval.

The certification status of a RPQE shall be valid from the date of granting the registration status up to the end of that calendar year, and the names of the HKQMA- Registered Professional Quality Engineer will be placed on the HKQMA-RPQE Register.

- 4.3 It is expected that the application process will around 4 to 6 months in normal circumstances. The application process consists of 3 stages:
- ✓ Documents verified by RPQE Assessment Panel of HKQMA
  - ✓ Assessment interview performed by RPQE Assessment Panel after reviewing the submitted documents; and
  - ✓ Approval/disapproval by RPQE Assessment Panel.

## 5. Supporters' Responsibilities

- 5.1 Applicants must have two supporters in their application form. One of the supporters should be Members of HKQMA or Professional Member in HKQMA-recognized Engineering Institutions.
- 5.2 In the case of those applying for RPQE registration, the supporters must also hold a professional grade of registration. Supporters shall have known the applicant for a minimum of two (2) years and able to validate the applicant's current knowledge and levels of responsible experience.
- 5.3 Applicants shall submit the application form with supporting signatures, information and papers specified on the form. They shall indicate on the form that they are applying via the Qualification Route or Industry Professional Route and ensure that their supporters are aware of this.

- 5.4 Applicant and their supporters must sign off the declaration statements at the end of the application form and the sponsor must sign off all supporting documentation
- 5.5 Supporter(s) will be required to state in what capacity they can uphold their judgement of the applicant's equivalent training that has been acquired through general experience in the practice of quality and engineering disciplines.

## 6. Notification of Assessment Result

- 6.1 Applicants will be recommended for the HKQMA-Registered Professional Quality Engineer qualification if the assessment is favorable. Applicants will be informed of the result by mail.

## 7. Payment

### 7.1 Fee payable

A non-refundable application and assessment fees are required for the application. Registration fee is required for those applicants who are qualified.

| Membership Class                     | Membership Application Fee | Annual Membership Subscription/Renewal Fee | Professional Assessment Fee | Re-assessment/ Appeal Fee |
|--------------------------------------|----------------------------|--|-----------------------------|---------------------------|
| MHKQMA                               | HKD\$ 100                  | HKD\$ 500                                  | N/A                         | N/A                       |
| RPQE                                 | HKD\$ 1,000                | HKD\$ 1,000                                | HKD\$ 1,500                 | HKD\$ 300                 |
| RPQE (on or before 1 September 2021) | HKD\$ 500                  | HKD\$ 1,000                                | HKD\$ 1,500                 | HKD\$ 150                 |

### 7.2 Payment Method

Applicants shall pay the required application fee by a crossed cheque, which should be made payable to "Hong Kong Quality Management Association". All payments received are non-refundable, non-endorsable and non-transferable.

## 8. Registration Validity

- 8.1 The registration status of a RPQE shall be valid from the date of granting the registration status up to the end of that calendar year, and the entitled names of the Registration Professional Quality Engineer will be placed on the HKQMA-RPQE Register.

## 9. Renewal of Registration

- 9.1 The RPQE Assessment Panel of HKQMA will send a renewal reminder to the RPQE on a yearly basis at least 3 months prior to the date of expiry of their existing registration.
- 9.2 The RPQE should submit the following to the RPQE Assessment Panel for renewal at least 1 month prior to the date of expiry of the existing registration:
  - ✓ Completed the Renewal application form to confirm that the renewal applicants have undertaken at least 35 hours of construction/quality related Continuing Professional Development (CPD) in the past year, and associated documents if applicable;
  - ✓ Exercised and Conducted at least 5 Quality Audits for construction or building projects; and
  - ✓ Renewal fee.
- 9.3 The RPQE should keep records of the Construction Quality Management-related CPD undertaken during the year (including attendance at any HKQMA-recognized courses, conferences or seminars,

documented self-study, etc.). They may be requested to provide evidence of the Construction Quality Management-related CPD completed in the past 3 years, without which the renewal application may not be considered.

- 9.4 Once a renewal application is found to be in order, the RPQE Assessment Panel of HKQMA will pass it to HKQMA Board of Directors for assessment. On completion of the assessment, RPQE Assessment Panel will make a recommendation to HKQMA Board of Directors.
- 9.5 There would be a remark column indicating “Expired” status in the HKQMA-RPQE Register three months after expiry of their existing registration, 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 RPQE title and logo would be prohibited after the date of expiry of their registration.

## 10. Application for reinstatement

- 10.1 A person whose HKQMA-RPQE status expired may, within 2 years of the date of expiry of the last registration, apply for reinstatement of the registration. Applications for reinstatement should be made through Renewal Application Form, following the procedure described in Section 8.2. The applicant is required to pay any other outstanding subscription since the date of expiry of the registration, and submit associated documents, if requested.
- 10.2 A person whose HKQMA-RPQE status expired for more than 2 years from the date of expiry of the last registration, will need to submit a fresh application for registration as a HKQMA RPQE and the procedure given in Section 4 applies.

## 11. Appeal Cases

- 11.1 An applicant for registration as a RPQE, including renewal/ reinstatement of registration, who is dissatisfied with a decision of HKQMA Board of Directors may appeal to the RPQE Assessment Panel of HKQMA. An applicant exercising the right of appeal should submit the following to the RPQE Assessment Panel of HKQMA, no later than 21 calendar days after receiving notification of the decision of HKQMA:
  - ✓ A completed application form for appeal (upon request email ([enquire@hkqma.org](mailto:enquire@hkqma.org)));
  - ✓ Submission of defended reason(s) and supporting evidence(s) for appeal; and
  - ✓ An application of appeal fee.
- 11.2 Upon receipt of an appeal case, HKQMA Board of Directors will review the case upon receipt of all necessary documentation about the case. HKQMA Board of Director’s decision is final.
- 11.3 HKQMA Board of Directors will inform HKQMA of its decision. The application fee will be refunded to the applicant if the appeal is found to be valid.
- 11.4 Applicants will be informed of the result formally by mail.

## 12. Application

- 12.1 Email is the primary communication channel between HKQMA and the applicants. Applicants are recommended to regularly check the mailbox of their email address(es) provided to HKQMA in their application forms.
- 12.2 The completed Application Form with all necessary supporting documents should be submitted by email to ([enquiry@hkgma.org](mailto:enquiry@hkgma.org)) or by post to the RPQE Assessment Panel of HKQMA at the following address:

### **Private and Confidential - Application for Registration of RPQE**

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

Telephone: (852) 2581 2210

Fax: (852) 2581 2212

## 13. Enquiry

- 13.1 The information you provide to the Hong Kong Quality Management Association (HKQMA) Registered Professional Quality Engineer (RPQE), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of HKQMA RPQE.
- 13.2 You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to HKQMA at Room 130, 1 Floor, Liven House, 61-63 King Yip Street, Kwun Tong, Kowloon.
- 13.3 Should you have any enquiries regarding the registration of RPQE, please contact the Registered Professional Quality Engineer Assessment Panel for details:

|                             |                |  |
|-----------------------------|----------------|--|
| RPQE Program Leader:        | Ir. Victor Ho, | <a href="mailto:victorho@hkgma.org">victorho@hkgma.org</a> |
| RPQE Program Administrator: | Ms. Can Fung,  | <a href="mailto:enquiry@hkgma.org">enquiry@hkgma.org</a>   |

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