HKIA – Certification of BIM Co

Client Evaluation Form

Part I - Information

a. Applicant Information

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| --- | --- | --- | --- | --- | --- |
| Full Name: |  | |  | Other Name: |  |
| Company[[1]](#footnote-1): |  | |  | Company Email1: |  |
| Appointed Position in the Project1: | |  |  | Phone: (optional) |  |

b. Project - Applicant Information1

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: |  | | | | |  | Project Location: | |  | |
| Relationship between Client and Applicant’s Company: | |  | |  | No. of months applicant worked on this project: | | | From (mm/yy): | |  |
| To (mm/yy): | |  |
| Applicant’s Scope and Responsibilities in the Project: | | |  | | | | | | | |
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c. Evaluator Information1

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  | | |  | Other Name: | |  |
| Company Name: | |  | | | | | |
| Contact Number: | |  | |  | Contact Email: | |  |
| Work Relationship between Evaluator and Applicant: | | | |  |  |  | |
| Appointed Position in the Project and/or Professional Qualification#:  *#Delete as appropriate* | | | Project Manager/ Assistant Project Manager/ BIM Manager/ Facility Manager and/or CCBM/ CCBC/ HKIA BIM Pro/ HKIA BIM Co/HKIA, please specific the Membership No.: | | | | |
| Remarks: Client is the owner of the project. Client Side Evaluator must be the employee of the Client or third party directly employed by the Client (e.g. main contractor, lead consultant, etc.) but not at the same organisation with the applicant. *(For applicant who is the employee of the Client, the Client Side Evaluator must be the employee of Client organisation)*. **AND** the Client Side Evaluator should be Professional (i.e. MHKIA, MHKIE, MHKIS, or above), CIC-Certified BIM Manager (CCBM), Project Manager, Assistant Project Manager, BIM Manager or Facility Manager of the project team and in a supervisory level but not the direct supervisor in the same company/organisation of the applicant. | | | | | | | |

d. Declaration by Evaluator

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| --- | --- | --- | --- | --- |
| I, (full name of the evaluator) being the evaluator of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name of the applicant) for the Certification of Building Information Modelling (BIM) Coordinators do hereby DECLARE that the above is a true statement of my particulars.  I understand and authorise HKIA to make any reasonable enquiries and check all information in relation to my particulars for this Client Evaluation 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. | | | | |
| Signature of the Evaluator: |  |  | Date: |  |

Part II - Evaluation

Please read the BIM project experience of this project prepared by the applicant for this CCBC application. You are invited by the applicant to evaluate his/her BIM-related competencies demonstrated in this project.

A – Project Information

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| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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B – Project Organisation Chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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C – Scope and responsibilities

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| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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D – Core Competencies (CC) demonstrated in this project

*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 - Knowledge (K) - A knowledge and understanding of the subject and how it is being applied.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “BIM Initiation”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*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 - Experience (E) - The subject should be performed independently or under supervision.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

1. Do you agree the information written by the applicant?

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “BIM Software and Technologies”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*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 - Experience (E) - The subject should be performed independently or under supervision.)

1. Do you agree the information written by the applicant?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “BIM Uses and Processes”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*CC4 – Digital Information Management, Collaboration and Integration*

Ability to execute and administer the operation of a Common Data Environment and data quality control system for effective use and sharing of digital information in a BIM project. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

1. Do you agree the information written by the applicant?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

2. Please write down anything if you want to elaborate or share.

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3. On the aspect of “Digital Information Management, Collaboration and Integration”, do you satisfied with the works done by the applicant or his/her team in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

4. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
| O | O | O | O | O |

5. Please write down anything if you want to elaborate for question 4.

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*CC5 – Communication Skills*

Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc.. (Minimum Level of Competency = Level 3 - Experience (E) - The subject should be performed independently or under supervision.)

1. Do you think the applicant had demonstrated the required level of competency of this CC in this project?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly Disagree | Quite Disagree | Generally Agree | Quite Agree | Strongly Agree |
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2. Please write down anything if you want to elaborate for question 1.

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-END-

Annex A –Level of Competency

Level 1 (L1) : General appreciation of the subject and an understanding of how the subject may affect, or integrate with other subjects.

Level 2 (L2): Knowledge and understanding of the subject and its application.

Level 3 (L3): Ability to perform the subject independently or under supervision.

Level 4 (L4): Ability to perform the subject without supervision and advise others.

Annex B – Core Competencies of a BIM Coordinator

1. **BIM Initiation (Level 2)**

Ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts.

1. **BIM Software and Technologies (Level 3)**

Ability to operate BIM software and the modelling process, and describe current and relevant technologies.

1. **BIM Uses and Processes (Level 3)**

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.

1. **Digital Information Management, Collaboration and Integration (Level 3)**

Ability to execute and administer the operation of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project.

1. **Communication Skills (Level 3)**

Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc..

Submission of the Client Evaluation Form

As evaluator, you can choose either method to return the Client Evaluation Form below:

1. Directly send to the HKIA with the email address: bp@hkia.org.hk.
2. Seal the Client Evaluation Form in a closed envelope and give it back to the applicant. The applicant could submit all his/her application documents (including the sealed envelope with the Client Evaluation Form) to HKIA.

Enquiry

The Hong Kong Institute of Architects  
19th Floor, One Hysan Avenue, Causeway Bay, Hong Kong

Tel : 25116323 Fax : 25196011 Email: hkiasec@hkia.org.hk

1. Information of the applicant/evaluator during the BIM project period [↑](#footnote-ref-1)