香港建築師學會
The Hong Kong Institute of Architects

The Hong Kong Institute of Architects

BIM ACCREDITATION PROGRAMME APPLICATION HANDBOOK

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1.0 Introduction

1.1 HKIA BIM Accreditation Programme

It is an accreditation system through which applicants may qualify for admission in the List of BIM Pro or BIM Co, to build up capacity and capability of HKIA members for adopting BIM in building projects, and to suit the increasing demand of BIM personnel as project BIM Team Leader and BIM Coordinator per BIM Team Structure requirement in the TC(W) No.2/2021, Memo Ref: DEVB(W) 430/80/01 updates of Technical Circular TC(W) No. 2/2021 and TC(W) 1/2025 issued by Development Bureau.

1.2 Objectives

The objectives of accreditation are to ensure that the candidates have acquired the recognised training and prescribed local practical experience, and have attained a level of knowledge in professional practice acceptable to the HKIA for admission in the List of BIM Pro or BIM Co.

1.3 Core Competencies of BIM Pro (HKIA) / BIM Pro

The Core Competencies of a BIM Pro (HKIA)/ BIM Pro are:

(1) With knowledge and ability as BIM Team Leader in Architectural Practice to implement BIM in various project stages, with reference to Appendix B
(2) BIM Initiation (Ability to describe BIM concepts, definitions and scopes, BIM standards and guidelines in the Hong Kong and global contexts).
(3) BIM Software and Technologies (Ability to describe BIM software/platforms and their modelling and digital information development processes, and various technologies associated with BIM).
(4) BIM Uses and Processes (Ability to explain BIM uses, processes and BIM software/platform utilisation, and to design and manage end-to-end BIM project workflows).
(5) Digital Information Management, Collaboration and Integration (Ability to plan, establish and manage Common Data Environment and data quality control systems for effective digital information management, exchange and utilisation in BIM projects.).
(6) Commercial and Contractual Aspects (Ability to explain commercial and financial considerations, and comply with contractual issues related to BIM implementation).
(7) Communication Skills (Ability to apply effective interpersonal and communication skills in diverse professional settings, including presentations, meetings, reporting, training material development, etc.).

1.4 Core Competencies of BIM Co (HKIA) / BIM Co

The Core Competencies of a BIM Co (HKIA) / BIM Co are:

(1) With Architectural Discipline professional knowledge and ability as BIM Coordinator in Architectural Practice in various project stages, with reference to Appendix C
(2) BIM Initiation (Ability to describe BIM concepts, definitions and scopes, BIM standards and guidelines in Hong Kong and global contexts).
(3) BIM Software and Technologies (Ability to operate BIM software/platforms in the modelling processes and digital information development, and describe various technologies associated with BIM).
(4) BIM Uses and Processes (Ability to understand BIM uses, processes, apply BIM software/platform in project contexts, and execute and administer assigned BIM tasks for individual or cross disciplinary coordination).
(5) Digital Information Management, Collaboration and Integration (Ability to execute and administer the operation of Common Data Environment and data quality control systems for effective digital information management, exchange and utilisation in BIM projects).
(6) Communication Skills (Ability to apply interpersonal and communication skills in meetings, report / training material writing, etc.).

2.0 Eligibility
2.1 BIM Pro (HKIA) / BIM Pro

	BIM Pro (HKIA) / BIM Pro
Qualifications	BIM Pro (HKIA): Fellow Member or Full Member of HKIA; BIM Pro: Graduate Member of HKIA with more than FIVE (5) YEARS of relevant post-degree experience in architecture
Recognized Practical BIM Experience	Candidates should have no less than TWO (2) YEARS BIM working experience in the past five years (including at least six months in Hong Kong) in the execution and management of BIM projects, such as in development of BIM standards, planning, design, contract administration etc. plus execution of BIM projects, counting up to the application form submission date.
BIM Training	Successful completion of 1) BIM Pro Full Training Course organised by HKIA with BIM Pro Top-up Training included or 2) BIM Manager Course accredited by CIC + BIM Pro Top-up Training Programme organised by HKIA *Remark:* 1. *The requirement of BIM Manager Course accredited by CIC can be waived if Applicants have already obtained CIC Certified BIM Manager qualification.* 2. BIM Pro Top-up Training Programme organised by HKIA is prerequisite to BIM Pro qualification however could be completed after the application is approved by HKIA BIM accreditated assessment panel and eligible to be recommended to CIC for certification of CCBM.
Submission of Supporting Documents	1. Completed Application Form (App A); 2. Reasonable proof of successful completion of BIM training course(s); 3. Portfolio of BIM working experience with statement of between 1,500 and 2,500 words on all core competencies, and including key project information, the applicant's role and BIM tasks accomplished. Each BIM project experience to be certified by (i) Authorised Signature of Employer which is a HKIA Registered Practice; OR (ii) Authorised Signature of Employer which is not a HKIA Registered Practice AND HKIA Fellow / Full Member who is a project participant 4. Curriculum Vitae 5. Signed Certification of Practical Experience in BIM, with duplicate of respective selected BIM project in Part C. The certification will be used to verify the applicant's BIM experience. (Applicable to applicants applying for CIC CCBM under the Streamlined Processing Arrangement) (App D)
Acceptance Requirements	1. Submitted document accepted by the Vetting Panel; and 2. Passing a Panel Interview arranged by HKIA to assess whether the applicant possesses the core competencies as stated in 1.3 and required practical experience.
Submission Method	Application form and supporting documents can be submitted by hand to HKIA Premises OR by email to bp@hkia.org.hk
Application Fee	$500 Please note that the application fee is non-refundable in all circumstances.

2.2 BIM Co (HKIA) / BIM Co

	BIM Co (HKIA) / BIM Co
Qualifications	BIM Co (HKIA): Fellow Member or Full Member of HKIA; BIM Co: Graduate Member, Affiliate Member of HKIA or Experienced architectural technicians or project coordinators referred by HKIA Corporate Members, HKIA Full Members and Fellows
Academic qualification and Working experience	Candidates should have a diploma (or equivalent) in Qualifications Framework (QF) level 4 or above qualification accredited or recognised by a CIC-recognised professional body in architecture, engineering, surveying, building or construction or equivalent, as recognised by CIC, plus THREE (3) years of full-time relevant work experience e.g., employment letter (stationed in Hong Kong for at least 6 months). (Submitted copies of documents to HKIA must be certified as true copies of the originals by: - CIC designated staff; or - HR/authorised staff of current employer; or - A recognised certified public accountant/solicitor/notary public; or - "Registered Architect", "Registered Professional Engineer" or - "Registered Professional Surveyor" in Hong Kong. The Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position/professional qualification and membership number on it. The Certifier must state that it is a true copy of the original (or words to similar effect).
Recognised Practical BIM Experience	Practical experience in BIM project coordination and related tasks – at least ONE (1) year full-time relevant BIM experience in BIM projects in the latest five years (with at least six (6) months stationed in Hong Kong). Examples of BIM project coordination and related task such as implementation of BIM Execution Plan on a BIM project, BIM modelling production and collaborate information exchange amongst related stakeholders, maintain a Task Information delivery plan, performing BIM-related coordination (internally or externally) with the stakeholders, administration and maintenance of data exchange to the project Common Data Environment (CDE), assist in holding or facilitating various BIM related meeting internally or externally, performing BIM data quality control/checking or assurance in BIM projects, etc.
BIM Training	BIM education – successful completion of: 1. A CIC-Accredited BIM Coordinator Course, AND 2. At least one BIM software/platform training course in operation level as recognised by CIC, OR possession of any certification of BIM software in operation level issued by respective software developers.

Submission of Supporting Documents	1. Completed Application Form (App A); 2. Reasonable proof of successful completion of tertiary education and BIM training course(s); 3. Signed Certification of Practical Experience in BIM, with duplicate of respective selected BIM project in Part C. The certification will be used to verify the applicant's BIM experience. (Applicable to applicants applying for CIC CCBC under the Streamlined Processing Arrangement) (App E) 4. Portfolio of BIM working experience with statement of not exceeding 2000 words on all core competencies, and including key project information, the applicant's role and BIM tasks accomplished. Each BIM project experience to be certified by a) Authorised Signature of Employer which is a HKIA Registered Practice; OR b) Authorised Signature of Employer which is not a HKIA Registered Practice AND HKIA Fellow / Full Member who is a project participant 5. Curriculum Vitae.
Acceptance Requirements	1. Submitted document accepted by the Vetting Panel; and 2. Passing a Panel Interview arranged by HKIA to assess whether the applicant possesses the core competencies as stated in 1.4 and required practical experience.
Submission Method	Application form and supporting documents can be submitted by hand to HKIA Premises OR by email to bp@hkia.org.hk
Application Fee	$300 Please note that the application fee is non-refundable in all circumstances.

3.0 Review of Interview / Assessment Results and Handling of Appeal

A candidate who fails Interview/Assessment may apply in writing to BIM Accreditation Committee (BAC) for a review of his/her result within 14 calendar days from the date of announcement of results (but excluding the day of announcement) with an application fee of $300 giving the brief grounds for review for justification. Late appeals will not be considered.

The grounds for such application shall be confined to material administrative error in the Assessment process only.

Disagreement with the decision of the assessors, illness or medical-related circumstances shall not be accepted as grounds for review. The applicant in his/her application shall demonstrate to the satisfaction of BAC that there is sufficient evidence to support such an application before it can be accepted.

Appeal result normally will be released 4 weeks after the close of appeal application period. Successful appeal will be refundable in full.

4.0 Renewal of Registration

(i) HKIA Board of Practice will maintain a Register for BIM Pro and BIM Co, and the Register can be reviewed by the general public on HKIA Website.

(ii) The HKIA member will continue be maintained in the list of BIM Pro or BIM Co after annual renewal of HKIA membership with 12 hours of CPD related to BIM. Additional annual membership fee for BIM Pro and BIM Co is not required.

5.1 Streamline procedure for assessment and renewal of BIM Pro (HKIA) / BIM Pro as CIC - Certified BIM Manager

Applicants of BIM Pro (HKIA) / BIM Pro will be eligible to apply for CIC – Certified BIM Manager under the following streamline assessment procedure and renewal procedure:

(i) Upon the receipt of consent from submitted BIM Pro (HKIA) / BIM Pro applicants, the application forms and portfolios by members will be copied to CIC for a combined assessment. Separate application submission to CIC for CIC – Certified BIM Manager by members will not be required. Assessment procedure would be subject to CIC. BIM Pro (HKIA) / BIM Pro will be notified by CIC directly upon approval by Building Information Modelling Certification and Accreditation Board (BIMCAB) to be CIC - Certified BIM Manager.

(ii) The submission of application fee of BIM Pro (HKIA) / BIM Pro as CIC-Certified BIM Managers will be covered.

During renewal of HKIA membership at the end of every year, BIM Pro (HKIA) / BIM Pro who fulfill 12 hours of CPD related to BIM may be eligible to renew CIC – Certified BIM Manager. There is no streamlined procedure for renewal of BIM Pro (HKIA) / BIM Pro as CIC-Certified BIM Manager. The CIC- Certified BIM Manager shall refer to CIC's guides on renewal application.

(iii) An applicant of BIM Pro (HKIA) / BIM Pro for CIC-Certified BIM Managers, including renewal/reinstatement of registration, who is dissatisfied with a decision of BIMCAB shall follow CIC procedure for appeal.

5.2 Streamline procedure for assessment and renewal of BIM Co (HKIA) / BIM Co as CIC - Certified BIM Coordinator (CCBC)

Applicants of BIM Co (HKIA) / BIM Co will be eligible to apply for CIC – Certified BIM Coordinator under the following streamlined assessment procedure and renewal procedure:

(i) Upon the receipt of consent from submitted BIM Co (HKIA) / BIM Co applicants, the application forms and portfolios by members will be copied to CIC for a combined assessment. Separate application submission to CIC for CIC – Certified BIM Coordinator by members will not be required. Assessment procedure would be subject to CIC. BIM Co (HKIA) / BIM Co will be notified by CIC directly upon approval by Building Information Modelling Certification and Accreditation Board (BIMCAB) to be CIC - Certified BIM Coordinator.

(ii) The submission of application fee of BIM Co (HKIA) / BIM Co as CIC-Certified BIM Coordinator will be covered.

During renewal of HKIA membership at the end of every year, BIM Co (HKIA) / BIM Co who fulfill 12 hours of CPD related to BIM may be eligible to renew CIC – Certified BIM Coordinator. There is no streamlined procedure for renewal of BIM Co (HKIA) / BIM Co as CIC-Certified BIM Coordinator. The CIC- Certified BIM Coordinator shall refer to CIC's guides on renewal application.

(iii) An applicant of BIM Co (HKIA) / BIM Co for CIC-Certified BIM Coordinators, including renewal/reinstatement of registration, who is dissatisfied with a decision of BIMCAB shall follow CIC procedure for appeal.

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香港銅鑼灣希慎道 1 號 19 樓

Application for Listing under HKIA BIM Accreditation Programme

Please read the Notes to Applicant in Part H before completing this form.

A. APPLICATION TYPE

Please tick as appropriate:

☐ BIM Pro (HKIA) / BIM Pro

☐ I DO NOT wish to apply for Construction Industry Council - Certified BIM Manager ('CCBM') under the streamlining processing.

- *Remark: Without checking the box, BIM Pro applicant gives his/her consent on applying for both HKIA BIM Pro and CIC Certified BIM Manager (CCBM) qualifications under streamlining processing automatically*.

☐ I am currently a Construction Industry Council - Certified BIM Manager (CCBM).

☐ BIM Co (HKIA) / BIM Co

☐ I DO NOT wish to apply for Construction Industry Council - Certified BIM Coordinator ('CCBC') under the streamlining processing.

- *Remark: Without checking the box, BIM Co applicant gives his/her consent on applying for both HKIA BIM Co and CIC Certified BIM Coordinator (CCBC) qualifications under streamlining processing automatically*.

☐ I am currently a Construction Industry Council - Certified BIM Coordinator (CCBC).

B. APPLICANT PARTICULARS

Name :(English) _____
Surname Given Name

(Chinese) (if any) _____

Email Address : _____

Office Name : _____

Office Address : _____

_____

Office Tel. :_____ Mobile :_____ Fax : _____

HKIA Membership No.:_____ Gender : _____

HKIA Membership Category:
(Please tick as appropriate.)

- ☐ Fellow
- ☐ Member
- ☐ Graduate Member
- ☐ Affiliate
- ☐ Referred by RP, please fill in referee information below:

Name of RP: _____

Name of Referee: _____

(include HKIA Membership No.)

_____

Signature of Referee

(with company chop)

C. BIM WORKING EXPERIENCE

Please present your working experience in chronological order starting from the latest practical experience. Separate sheet may be attached to the application form if space is insufficient.

1. BIM Project Name : _____

Your Position : _____

Project Duration involved : dd mm yyyy **to** dd mm yyyy (mths days)

Duration involved in Hong Kong : dd mm yyyy **to** dd mm yyyy (mths days)

Certifier Name (Employer) : _____

HKIA Registered Practice □ Y □ N *(Please tick as appropriate.)*

Certifier Signature : _____ Date :

Certifier Name (HKIA Member) : _____

□ Fellow □ Member *(Please tick as appropriate.)*

HKIA Membership No. :

Certifier Signature : _____ Date :

2. BIM Project Name : _____

Your Position : _____

Project Duration involved : dd mm yyyy **to** dd mm yyyy (mths days)

Duration involved in Hong Kong : dd mm yyyy **to** dd mm yyyy (mths days)

Certifier Name (Employer) : _____

HKIA Registered Practice □ Y □ N *(Please tick as appropriate.)*

Certifier Signature : _____ Date :

Certifier Name (HKIA Member) : _____

□ Fellow □ Member *(Please tick as appropriate.)*

HKIA Membership No. :

Certifier Signature : _____ Date :

C. BIM WORKING EXPERIENCE

Please present your working experience in chronological order starting from the latest practical experience. Separate sheet may be attached to the application form if space is insufficient.

3. BIM Project Name :

Your Position :

Project Duration involved : dd mm yyyy **to** dd mm yyyy (mths days)

Duration involved in Hong Kong : dd mm yyyy **to** dd mm yyyy (mths days)

Certifier Name (Employer) :

HKIA Registered Practice □ Y □ N *(Please tick as appropriate.)*

Certifier Signature :

Date :

Certifier Name (HKIA Member) :

□ Fellow □ Member *(Please tick as appropriate.)*

HKIA Membership No. :

Certifier Signature :

Date :

4. BIM Project Name :

Your Position :

Project Duration involved : dd mm yyyy **to** dd mm yyyy (mths days)

Duration involved in Hong Kong : dd mm yyyy **to** dd mm yyyy (mths days)

Certifier Name (Employer) :

HKIA Registered Practice □ Y □ N *(Please tick as appropriate.)*

Certifier Signature :

Date :

Certifier Name (HKIA Member) :

□ Fellow □ Member *(Please tick as appropriate.)*

HKIA Membership No. :

Certifier Signature :

Date :

Total BIM Project Duration involved:	mths	days
Total BIM Project Duration involved in Hong Kong :	mths	days

D. BIM TRAINING

Please state your BIM training in chronological order starting from the latest training.

No.	Name of University / Professional Body / Registration Body / Course Provider	Programme Period (dd.mm.yyyy – dd.mm.yyyy) and contact hours	Mode of Study (Part-time, Full-time, Distance Learning)	Programme Title *(in full)* / Professional Qualification
1.				
2.				
3.				
4.				
5.				
6.				

E1. SUPPORTING DOCUMENTS (for BIM Pro)

Please check your documents to be submitted to support your application.

- ☐ Completed application form
- ☐ Curriculum vitae
- ☐ Academic qualification certificate
- ☐ Reasonable proof of successful completion of BIM training course(s)
- ☐ Proof of successful completion of BIM Pro Top-up Training Programme (if available)

  Remark: BIM Pro Top-up Training Programme organised by HKIA is prerequisite to BIM Pro qualification however could be completed after the application is approved by HKIA BIM-accredited assessment panel and eligible to be recommended to CIC for certification of CCBM.
- ☐ Statement on core competencies
- ☐ Portfolio of BIM working experience including key project information, applicant's role and BIM tasks accomplished
- ☐ Certification of Practical Experience in BIM (Applicable to applicants applying for CIC CCBM under the Streamlined Processing Arrangement)
- ☐ Proof of CIC-Certified BIM Manager (if any)
- ☐ Evidence of payment enclosed

E2. SUPPORTING DOCUMENTS (for BIM Co)

Please check your documents to be submitted to support your application.

- ☐ Completed application form
- ☐ Curriculum vitae
- ☐ Academic qualification certificate
- ☐ Reasonable proof of successful completion of BIM training course(s)
- ☐ Proof of 3 years of full-time relevant experience
- ☐ Portfolio of BIM working experience including key project information, applicant's role and BIM tasks accomplished
- ☐ Statement on core competencies
- ☐ Certification of Practical Experience in BIM (Applicable to applicants applying for CIC CCBC under the Streamlined Processing Arrangement)
- ☐ Proof of CIC-Certified BIM Coordinator (if any)
- ☐ Evidence of payment enclosed

F. DECLARATIONS BY APPLICANT

1. I (name in full)_____being an applicant for listing under HKIA BIM Accreditation Programme by The Hong Kong Institute of Architects do hereby DECLARE that the above is a TRUE STATEMENT OF ALL MY PARTICULARS. I also hereby authorise The Hong Kong Institute of Architects to make any reasonable enquiries into the information given above.

2. I declare that the portfolio I submit is a true record of my own experience.

3. My personal particulars can be released to third parties for confirmation of my qualification and experience.

4. I have read the listing requirements and procedures detailed in the HKIA BIM Accreditation Programme Application Handbook and relevant circulars. I shall abide by the rules therein.

5. I hereby authorise The Hong Kong Institute of Architects to submit a copy of this application form and portfolio to Construction Industry Council for streamline processing of application for CIC - Certified BIM Manager and/ or BIM Coordinator upon accepted as BIM Pro (HKIA) / BIM Pro and/ or BIM Co (HKIA) / BIM Co respectively.

_____ _____

Signature of Applicant Date

G. DECLARATIONS BY APPLICANT

Application Process Check			
Event	By	Signature	Date
Application received			
Application fee received			
Application documents checked			
Membership no. checked			
Application result ☐ Accepted ☐ Rejected			
Applicant notified			

H. DECLARATIONS BY APPLICANT

1. Eligibility

1.1 BIM Pro (HKIA) / BIM Pro

	BIM Pro (HKIA) / BIM Pro
Qualifications	BIM Pro (HKIA): Fellow Member or Full Member of HKIA; BIM Pro: Graduate Member of HKIA with more than FIVE (5) YEARS of relevant post-degree experience in architecture
Recognised Practical BIM Experience	Candidates should have no less than TWO (2) YEARS BIM working experience in the past five years (including at least six (6) months in Hong Kong) in the execution and management of BIM projects, such as in development of BIM standards, planning, design, contract administration etc. plus execution of BIM projects, counting up to the application form submission date.
BIM Training	Successful completion of 1) BIM Pro Full Training Course organised by HKIA with BIM Pro Top-up Training included or 2) BIM Manager Course accredited by CIC + BIM Pro Top-up Training Programme organised by HKIA *Remark:* *1. The requirement of BIM Manager Course accredited by CIC can be waived if Applicants have already obtained CIC Certified BIM Manager qualification.* *2. BIM Pro Top-up Training Programme organised by HKIA is prerequisite to BIM Pro qualification however could be completed after the application is approved by HKIA BIM accreditated assessment panel and eligible to be recommended to CIC for certification of CCBM.*
Submission of Supporting Document	1. Completed Application Form (App A); 2. Reasonable proof of successful completion of BIM training course(s); 3. Portfolio of BIM working experience with statement of between 1,500 and 2,500 words on all core competencies, and including key project information, the applicant's role and BIM tasks accomplished. Each BIM project experience to be certified by (i) Authorised Signature of Employer which is a HKIA Registered Practice; OR (ii) Authorised Signature of Employer which is not a HKIA Registered Practice AND HKIA Fellow / Full Member who is a project participant 4. Curriculum Vitae 5. Signed Certification of Practical Experience in BIM, with duplicate of respective selected BIM project in Part C. The certification will be used to verify the applicant's BIM experience. (Applicable to applicants applying for CIC CCBC under the Streamlined Processing Arrangement) (App D)

Acceptance Requirements	1. Submitted document accepted by the Vetting Panel; and 2. Passing a Panel Interview arranged by HKIA to assess whether the applicant possesses the core competencies as stated in 1.3 and required practical experience.
Submission Method	Application form and supporting documents can be submitted by hand to HKIA Premises OR by email to bp@hkia.org.hk
Application Fee	$500 Please note that the application fee is non-refundable in all circumstances.

1.2 BIM Co (HKIA) / BIM Co

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Academic qualification and Working experience	Candidates should have a diploma (or equivalent) in Qualifications Framework (QF) level 4 or above qualification accredited or recognized by a CIC-recognised professional body in architecture, engineering, surveying, building or construction or equivalent, as recognised by CIC, plus THREE (3) years of full-time relevant work experience e.g., employment letter (stationed in Hong Kong for at least 6 months). (Submitted copies of documents to HKIA must be certified as true copies of the originals by: - CIC designated staff; or - HR/authorised staff of current employer; or - A recognised certified public accountant/solicitor/notary public; or - "Registered Architect", "Registered Professional Engineer" or - "Registered Professional Surveyor" in Hong Kong. The Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position/professional qualification and membership number on it. The Certifier must state that it is a true copy of the original (or words to similar effect)).
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	Environment (CDE), assist in holding or facilitating various BIM related meeting internally or externally, performing BIM data quality control/checking or assurance in BIM projects, etc.
BIM Training	BIM education – successful completion of: 1. A CIC-Accredited BIM Coordinator Course, AND 2. At least one BIM software/platform training course in operation level as recognised by CIC, OR possession of any certification of BIM software in operation level issued by respective software developers.
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A candidate who fails Interview/Assessment may apply in writing to BIM Accreditation Committee (BAC) for a review of his/her result within 14 calendar days from the date of announcement of results (but excluding the day of announcement) with an application fee of $300 giving the brief grounds for review for justification. Late appeals will not be considered.

The grounds for such application shall be confined to material administrative error in the Assessment process only.

Disagreement with the decision of the assessors, illness or medical-related circumstances shall not be accepted as grounds for review. The applicant in his/her application shall demonstrate to the satisfaction of BAC that there is sufficient evidence to support such an application before it can be accepted.

Appeal result normally will be released four (4) weeks after the close of appeal application period. Successful appeal will be refundable in full.

Appendix B - Detailed List of Core Competencies of BIM Pro (HKIA) / BIM Pro

Minimum Level of Competency:

Level 1(L1): Demonstrate a general appreciation of the subject and how it may affect, or integrate with other subjects.
Level 2 (L2): Possess knowledge and understanding of the subject and be competent to describe its applications and procedures.
Level 3 (L3): Able to perform the subject independently or with minimal supervision.
Level 4 (L4): Ability to lead and execute the subject without supervision and competently advise and mentor others.

-	Core Subject	L1	L2	L3	L4
1. BIM Initiation	*1.1. BIM Concept*				
	1.1.1 BIM definitions and terminology		✔		
	1.1.2 Difference between CAD (2D/3D) and BIM		✔		
	1.1.3 BIM in the context of whole life cycle of a built asset and smart city		✔		
	1.1.4 Value and benefits of adopting BIM in the whole life cycle of a built asset		✔		
	1.1.5 Collaborative working in BIM		✔		
	1.1.6 Limitation of BIM		✔		
	1.1.7 How BIM can affect the AECO practice and address the current challenges		✔		
	1.1.8 Promote architectural excellence through adoption of BIM*				✔
	1.1.9 Uphold Architect's leading role in AEC industry*				✔
	1.2. Local, Mainland & Global BIM development and standards				
	1.2.1 Local BIM standards, publications and available resources		✔		
	1.2.1.1 CIC BIM standards and other related publications and resources		✔		
	1.2.1.2 Government BIM & BIM-AM related technical circulars, standards, guidelines and publications		✔		
	1.2.2 BIM development in Mainland and global context	✔			
	1.2.3 Mainland and international BIM standards, publications and initiatives		✔		
	1.2.3.1 Mainland BIM standards GB/T series	✔			
	1.2.3.2 ISO 19650 series		✔		
	1.2.3.3 openBIM and other collaborative formats		✔		

*Top-up competence requirement for HKIA BIM Pro certification

-	Core Subject		L1	L2	L3	L4
2. BIM Software and Technologies	*2.1. BIM Software and Platforms*					
	2.1.1	Common BIM software and platforms for various trades		✔		
	2.1.2	Key characteristics, file format & version, strength and limitation of common BIM software and platforms		✔		
	2.1.3	Interoperability across common BIM software and platforms		✔		
	2.1.4	Awareness and knowledge ti infrastructure, plug-ins and add-ons available for facilitating statutory submission using BIM tools*		✔		
	2.2. Technologies and Construction Related Applications					
	2.2.1	Internet & cloud	✔			
	2.2.2	Laser scanning & photogrammetry		✔		
	2.2.3	Unmanned Aircraft System (UAS) / Drone		✔		
	2.2.4	Geographic Information System (GIS)		✔		
	2.2.5	Common Spatial Data Infrastructure (CSDI), 3D Digital Map and 3D Photo-realistic Model by the HKSAR	✔			
	2.2.6	Internet of Things (IoT), Radio Frequency Identification (RFID), mobile or smart devices		✔		
	2.2.7	Virtual reality (VR), Augmented Reality (AR) and Mixed Reality (MR)		✔		
	2.2.8	Digital Twin		✔		
	2.2.9	Robotics	✔			
	2.2.10	Programming, automation and API	✔			
	2.2.11	MiC, MiMEP and DfMA		✔		
	2.2.12	Indoor positioning	✔			
	2.2.13	Artificial Intelligence (AI), Machine Learning and Large Language Model (LLM)	✔			
	2.2.14	Smart Site Safety System (4S) and Digital Works Supervision System (DWSS)	✔			

*Top-up competence requirement for HKIA BIM Pro certification

-	Core Subject		L1	L2	L3	L4
3. BIM Uses and Processes	*3.1. – BIM Organisational Strategy and Requirements*					
	3.1.1	Overview of BIM strategy, uses and organisation		✔		
	3.1.2	Key personnel in relation to BIM and their roles and responsibilities		✔		
	3.1.3	Establish and lead the development of the BIM Requirements at the organisational level				✔
		3.1.3.1 Organisational Information Requirements (OIR)				✔
		3.1.3.2 Asset Information Requirements (AIR)				✔
		3.1.3.3 Security Information Requirements (SIR)				✔
	3.1.4	Develop and lead the implementation of the CDE strategy at the organisational level				✔
	3.1.5	Establish and manage the strategies for integrating BIM with broader construction digitalisation technologies at the organisational level (e.g. GIS, Digital Twin, 4S, etc)				✔
	3.1.6	Case study		✔		
	3.2. – Project Planning Stage					
	3.2.1	Define and establish the Appointing Party BIM Requirements and the Project Information Requirements (PIR) at the project level				✔
	3.2.2	Develop and manage the Exchange Information Requirements (EIR)				✔
	3.2.3	Determine and lead the integration of technologies and system requirements at the project level (e.g. BIM software, platforms, CDE, etc.)				✔
	3.2.4	Develop and oversee project delivery requirements and appropriate BIM Uses at the project level				✔
	3.2.5	Develop and manage the Level of Information Need (LOIN) to be adopted at the project level				✔
	3.2.6	Establish and manage the BIM & information standards, methods and procedures at the project level				✔
	3.2.7	Coordinate and manage the shared resources with the Lead Consultant / Lead Contractor at the project level				✔
	3.2.8	Assess and validate the capability and capacity of the delivery team				✔
	3.2.9	Case study		✔		
	3.2.10	Determine strategy and level of integration of digital information into asset and facility management*				✔
	3.3. – Definition & Design Stage					
	3.3.1	Develop and lead the Pre-appointment and Post-appointment BIM Implementation Plan (BIM IP)				✔
	3.3.2	Develop and lead the Pre-appointment and Post-appointment BIM Execution Plan (BEP)				✔
	3.3.3	Define and manage the Information Management Assignment Matrix				✔
	3.3.4	Establish and manage the detailed modelling methodology and requirements				✔
	3.3.5	Manage the production and delivery of the BIM Uses in the planning and design stages				✔
	3.3.6	Lead and report in BIM-related meetings and documentations				✔

*Top-up competence requirement for HKIA BIM Pro certification

-	Core Subject		L1	L2	L3	L4
3. BIM Uses and Processes	3.3.7	Case Study		✔		
	3.3.8	Set up conceptual modelling and further up-grading to Project Information Model (PIM) on BIM platform for spatial programming and be able to direct the coordination with others to perform data exchange and validation*				✔
	3.3.9	Determine modelling methodology for architectural schedules and direct drawing production*				✔
	3.3.10	BIM PIM file setups including project origin point, orientation, model subdivision, modelling methodology, and project-based requirement and BIM standard implementation*				✔
	3.3.11	Basic understanding of parametric design tools*		✔		
	3.3.12	Basic understanding of environmental plug-ins and performance analysis tools*		✔		
	3.3.13	Supervise open BIM workflow and in advise on open BIM inter-operability issues*				✔
	3.3.14	Determine modelling methodology for GBP production and statutory compliance checking*				✔
	3.3.15	Determine modeling methodology for production of tender drawings, BIM model for QTO and related documentation*				✔
	3.3.16	Understand the limitations of clash detection and adequately utilize the same to assist consultant team on design coordination*				✔
	3.4. – Project Construction & Handover Stage					
	3.4.1	Develop and lead the Pre-appointment and Post-appointment BIM Implementation Plan (BIM IP)				✔
	3.4.2	Develop and lead the Pre-appointment and Post-appointment BIM Execution Plan (BEP)				✔
	3.4.3	Define and manage the Information Management Assignment Matrix				✔
	3.4.4	Establish and manage the detailed modelling methodology and requirements				✔
	3.4.5	Manage the production and delivery of the BIM Uses in the construction and handover stages				✔
	3.4.6	Lead and report in BIM-related meetings and documentations				✔
	3.4.7	Case Study		✔		
	3.4.8	Adequately direct contractor to produce 4D simulation with essential information embedded for programme review & planning, progress verification and cash flow reporting*		✔		
	3.4.9	Verify contractor's submitted drawings generated from BIM models*				✔
	3.5. – Building/Asset Operation & Maintenance Stage					
	3.5.1	Technologies for BIM asset management and integration with the building / asset management system		✔		
	3.5.2	Manage the production and delivery of the Asset Information Model (AIM) and associated data for operation and maintenance (O&M) stage				✔
	3.5.3	Manage the information exchange from the AIM to the building /asset management system				✔
	3.5.4	Maintain and update the Asset Information Model (AIM) throughout the O&M stage				✔
	3.5.5	Lead and coordinate BIM-based asset management with asset management, facility management, and operation teams				✔
	3.5.6	Case Study		✔		

*Top-up competence requirement for HKIA BIM Pro certification

-	Core Subject		L1	L2	L3	L4
4. Digital Information Management, Collaboration and Integration	*4.1. Digital Information Management*					
	4.1.1	Plan and manage the information management workflow for various work stages				✔
	4.1.2	Plan and manage the BIM information and model exchange for multi-disciplinary collaboration				✔
	4.1.3	Define and manage the details of the Level of Information Need (LOIN) in terms of graphical, non-graphical, and documentation requirements for various work stages				✔
	4.1.4	Plan and manage the integration, archiving, and handover of BIM model and associated data across the work stages				✔
	4.1.5	Establish and maintain various BIM related coding systems and classifications for various work stages				✔
	4.1.6	Plan and manage the process of information exchange across various open / proprietary file formats (e.g. BCF, IFC, IDM, bsDD, COBie, MVD, IDS, etc.)				✔
	4.2. Common Data Environment (CDE)					
	4.2.1	CDE and the workflow as per ISO 19650		✔		
	4.2.2	Common CDE solutions in the market		✔		
	4.2.3	Establish and manage a CDE				✔
	4.2.4	Assess and select an appropriate CDE based on project requirements				✔
	4.2.5	Lead and manage the information exchange process of CDE				✔
	4.2.6	Limitation of CDE		✔		
	4.3 – Data Quality Assurance & Audit across various work stages					
	4.3.1	Plan and develop the BIM quality assurance and audit processes, methodologies and checking systems for various work stages				✔
	4.3.2	Manage the production of BIM quality assurance, auditand model checking for various work stages				✔
	4.3.3	Define and oversee the production of BIM quality assurance and audit reporting for various work stages				✔

-	Core Subject	L1	L2	L3	L4
5. Commercial and Contract	*5.1 - Commercial Issue*				
	5.1.1 Foster BIM literacy across organisation and stakeholders				✔
	5.1.2 Define and manage the requirements of hardware, software and IT infrastructure for BIM				✔
	5.1.3 Lead the human resource management, competency and training for BIM				✔
	5.1.4 Lead the procurement and supply chain management for BIM				✔
	5.1.5 Establish and oversee risk management strategies for BIM implementation.				✔
	5.2 – Contractual and Liabilities Issues				
	5.2.1 Understand the potential risks associated with model sharing, data accuracy and reliance on digital deliverables		✔		
	5.2.2 Describe the contractual provisions related to BIM, such as roles and responsibilities, ownership of models, intellectual property rights, and protocols for data exchange etc.		✔		
	5.2.3 Understand how BEPs, information requirements and standards integrate with contractual frameworks to define deliverables and the rights and liabilities of the parties involved		✔		
	5.2.4 Awareness of implications to industry practice of contractual BIM implementation*		✔		

*Top-up competence requirement for HKIA BIM Pro certification

Appendix C - Detailed List of Core Competencies of BIM Co (HKIA) / BIM Co

Minimum Level of Competency:

Level 1(L1): Demonstrate a general appreciation of the subject and how it may affect, or integrate with other subjects.

Level 2 (L2): Possess knowledge and understanding of the subject and be competent to describe its applications and procedures.

Level 3 (L3): Able to perform the subject independently or with minimal supervision.

Level 4 (L4): Ability to lead and execute the subject without supervision and competently advise and mentor others.

-	Core Subject	L1	L2	L3	L4
1. BIM Initiation	*1.1. BIM Concept*				
	1.1.1 BIM definitions and terminology		✔		
	1.1.2 Difference between CAD (2D/3D) and BIM		✔		
	1.1.3 BIM in the context of whole life cycle of a built asset and smart city		✔		
	1.1.4 Value and benefits of adopting BIM in the whole life cycle of a built asset		✔		
	1.1.5 Collaborative working in BIM		✔		
	1.1.6 Limitation of BIM		✔		
	1.1.7 How BIM can affect the AECO practice and address the current challenges		✔		
	1.2. Local, Mainland & Global BIM development and standards				
	1.2.1 Local BIM standards, publications and available resources		✔		
	1.2.1.1 CIC BIM standards and other related publications and resources		✔		
	1.2.1.2 Government BIM & BIM-AM related technical circulars, standards, guidelines and publications		✔		
	1.2.2 BIM development in Mainland and global context	✔			
	1.2.3 Mainland and international BIM standards, publications and initiatives		✔		
	1.2.3.1 Mainland BIM standards GB/T series	✔			
	1.2.3.2 ISO 19650 series		✔		
	1.2.3.3 openBIM and other collaborative formats		✔		

-	Core Subject		L1	L2	L3	L4
2. BIM Software and Technologies	*2.1. BIM Software and Platforms*					
	2.1.1	Common BIM software and platforms for various trades		✔		
	2.1.2	Key characteristics, file format & version, strength and limitation of common BIM software and platforms		✔		
	2.1.3	Interoperability across common BIM software and platforms		✔		
	2.1.4	Operation of relevant BIM software			✔	
	2.1.5	Technical advice on the operation of relevant BIM software			✔	
	2.2. Technologies and Construction Related Applications					
	2.2.1	Internet & cloud	✔			
	2.2.2	Laser scanning & photogrammetry		✔		
	2.2.3	Unmanned Aircraft System (UAS) / Drone		✔		
	2.2.4	GIS		✔		
	2.2.5	Common Spatial Data Infrastructure (CSDI), 3D Digital Map and 3D Photo realistic Model by the HKSAR	✔			
	2.2.6	Internet of Things (IoT), Radio Frequency Identification (RFID), mobile or smart devices		✔		
	2.2.7	Virtual reality (VR), Augmented Reality (AR) and Mixed Reality (MR)		✔		
	2.2.8	Digital Twin		✔		
	2.2.9	Robotics	✔			
	2.2.10	Programming, automation and API	✔			
	2.2.11	MiC, MiMEP and DfMA		✔		
	2.2.12	Indoor positioning	✔			
	2.2.13	Artificial Intelligence (AI), Machine Learning and Large Language Model (LLM)	✔			
	2.2.14	Smart Site Safety System (4S) and Digital Works Supervision System (DWSS)	✔			

-	Core Subject		L1	L2	L3	L4
3. BIM Uses and Processes	*3.1. – BIM Organisational Strategy and Requirements*					
	3.1.1	General understanding of the workflows in local construction projects	✔			
	3.1.2	Overview of BIM strategy, uses and organisation		✔		
	3.1.3	Key personnel in relation to BIM and their roles and responsibilities		✔		
	3.1.4	BIM related documents such as Exchange Information Requirements (EIRs), Asset Information Requirements (AIRs), BIM Execution Plan (BEP) to be applied during the execution of BIM projects		✔		
	3.1.5	Utilise various technologies to achieve BIM uses			✔	
	3.2. – Administration of the BIM projects as a project BIM coordinator					
	3.2.1	Execute the BIM project in accordance with BEP and BIM standards			✔	
	3.2.2	Develop and maintain the BIM models, data structures and linkages in accordance with BEP and BIM standards for various work stages.			✔	
	3.2.3	Supervise the progress of developing single or multi-disciplinary BIM models			✔	
	3.2.4	Coordinate and utilise the BIM models with internal teams and cross disciplinary project stakeholders			✔	
	3.2.5	Support and contribute to BIM-related meetings and documentations, including communication of coordination issues and model updates			✔	
	3.3. – Execution of BIM Uses for single and multi-disciplinary coordination in BIM projects					
	3.3.1	Spatial Coordination and 3D Construction Coordination			✔	
	3.3.2	Phase Planning (4D Modelling)			✔	
	3.3.3	Design Reviews			✔	
	3.3.4	Drawing Generation directly from BIM software / platforms			✔	
	3.3.5	As-Built Modelling			✔	

-	Core Subject	L1	L2	L3	L4
4. Digital Information Management, Collaboration and Integration	*4.1. Digital Information Management*				
	4.1.1 Execute the BIM information and model exchange for multi-disciplinary collaboration			✔	
	4.1.2 Maintain the Level of Information Need (LOIN) in terms of graphical, non graphical, and documentation requirements for various work stages			✔	
	4.1.3 Maintain the data structures and linkages of the BIM models within the BIM software/platform protocol for various work stages			✔	
	4.1.4 Maintain accurate data set such as BIM-related coding systems, classifications, templates, standards, libraries, project files, drawings, design specifications and project schedules for BIM project execution			✔	
	4.1.5 Execute the information exchange across various open / proprietary file formats (e.g. BCF, IFC, IDM, bsDD, COBie, MVD, IDS, etc.)			✔	
	4.2. Common Data Environment (CDE)				
	4.2.1 CDE and the workflow as per ISO 19650		✔		
	4.2.2 Common CDE solutions in the market		✔		
	4.2.3 Administer and maintain a CDE			✔	
	4.2.4 Execute the information exchange in a CDE			✔	
	4.2.5 Limitation of CDE		✔		
	4.3 – Data Quality Assurance & Audit across various work stages				
	4.3.1 BIM quality assurance and audit principles		✔		
	4.3.2 Execute the BIM quality assurance, audit and checking for various work stages			✔	
	4.3.3 Produce BIM quality assurance and audit reports for various work stages			✔	

Appendix D - Certification of Practical Experience in BIM for BIM Pro (HKIA) / BIM Pro

{Please print on Company Letter}

Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong,
Kowloon, Hong Kong

To: BIM Department

Application for Certification of BIM Managers
Certification of Practical Experience in BIM – (Name of Applicant)

I, hereby certify that (Name of applicant), holder of HKID No. XXXXXXX(X), had taken up the BIM projects written in Section 6 “Practical Experience in BIM” of the application form.
The descriptions on his/her practical experience in BIM presented in his/her application submitted are true and correct.

Authorised Signature:_____ Date:_____

Name:_____

Position:_____

Name of company:_____

Relationship with applicant:_____

Contact no.:_____

Email:_____

Appendix E - Certification of Practical Experience in BIM for BIM Co (HKIA) / BIM Co

{Please print on Company Letter}

Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong,
Kowloon, Hong Kong

To: BIM Department

Application for Certification of BIM Coordinators
Certification of Practical Experience in BIM – (Name of Applicant)

I, hereby certify that (Name of applicant), holder of HKID No. XXXXXXX(X), had taken up the BIM projects written in Section 6 “Practical Experience in BIM” of the application form.
The descriptions on his/her practical experience in BIM presented in his/her application submitted are true and correct.

Authorised Signature:_____ Date:_____

Name:_____

Position:_____

Name of company:_____

Relationship with applicant:_____

Contact no.:_____

Email:_____