



Competency Assessment Form – For Application of Corporate/Fellow Membership

Name of Applicant:	
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- Input “N/A” if it is not applicable.
- Please **ONE** Stream which applicant may find it applicable. Applicant should demonstrate their fulfilment of adequate competence items for their application of membership under particular stream. The minimum requirements are listed in “Core Competency Profile”.
- Please insert additional sheet if applicable.
- Applicants should submit the assessment form with around 1500 words.

Stream : <input type="checkbox"/> Building Services <input type="checkbox"/> Builder’s Work <input type="checkbox"/> Sustainable Operation &Maintenance

Pre-occupancy Stage		
Competence	Description of achievement to the minimum level of the core competency, with specific examples from projects / experiences	Remarks by Assessors
Design Requirement Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Testing & Commissioning Plan Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Contract Specification Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Life Cycle Costing Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):



Pre-occupancy Stage		
Competence	Description of achievement to the minimum level of the core competency, with specific examples from projects / experiences	Remarks by Assessors
Operation & Maintenance Team Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Takeover Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):

Post-occupancy Stage		
Competence	Description of achievement to the minimum level of the core competency, with specific examples from projects / experiences	Remarks by Assessors
Legal Aspect for Operation & Maintenance Management Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Operation & Maintenance Management Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):



Post-occupancy Stage		
Competence	Description of achievement to the minimum level of the core competency, with specific examples from projects / experiences	Remarks by Assessors
<p>Project Management</p> <p>Level 1 <input type="checkbox"/></p> <p>Level 2 <input type="checkbox"/></p> <p>Level 3 <input type="checkbox"/></p>		<p>Conformity:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Comment (if any):</p>
<p>Indoor Environment & Quality</p> <p>Level 1 <input type="checkbox"/></p> <p>Level 2 <input type="checkbox"/></p> <p>Level 3 <input type="checkbox"/></p>		<p>Conformity:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Comment (if any):</p>
<p>Energy Efficiency & Sustainability of Building Operation & Maintenance</p> <p>Level 1 <input type="checkbox"/></p> <p>Level 2 <input type="checkbox"/></p> <p>Level 3 <input type="checkbox"/></p>		<p>Conformity:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Comment (if any):</p>
<p>Communication Skill</p> <p>Level 1 <input type="checkbox"/></p> <p>Level 2 <input type="checkbox"/></p> <p>Level 3 <input type="checkbox"/></p>		<p>Conformity:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Comment (if any):</p>



Post-occupancy Stage		
Competence	Description of achievement to the minimum level of the core competency, with specific examples from projects / experiences	Remarks by Assessors
System Recommissioning / Building Inspection Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Use of BMS & BIM Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Contingency Plan, Fire Safety Management, Risk Assessment for O&M Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Occupational Health & Safety Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Quality Management System Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):



Post-occupancy Stage		
Competence	Description of achievement to the minimum level of the core competency, with specific examples from projects / experiences	Remarks by Assessors
Maintenance Audit Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Outsourcing and Contractor Performance Monitoring Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):
Human Resources and Customer Management Level 3 <input type="checkbox"/>		Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):



<p style="text-align: center;">Mandatory Core Competency Statement</p>	<p style="text-align: center;">Remarks by Assessors</p>
<p>1. Uphold the honesty, ethical practices to deal with the trade practitioners, business partners and shareholders</p>	
<p>Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects/experiences you have worked on.</p>	
	<p>Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):</p>
<p>2. Uphold the dignity, standing and reputation of the Profession</p>	
<p>Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects/experiences you have worked on.</p>	
	<p>Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):</p>
<p>3. Promote the advancement of operation and maintenance and facilitate the exchange of knowledge and innovative ideas</p>	
<p>Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects/experiences you have worked on.</p>	
	<p>Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):</p>



<p style="text-align: center;">Mandatory</p> <p style="text-align: center;">Core Competency Statement</p>	<p style="text-align: center;">Remarks by Assessors</p>
<p>4. Maintaining confidentiality and avoiding conflict of interest</p>	
<p>Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects/experiences you have worked on.</p>	
	<p>Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):</p>
<p>5. Plan to assist young members in developing their careers to contribute to society</p>	
<p>Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects/experiences you have worked on.</p>	
	<p>Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):</p>
<p>6. Promote and Implement Corporate Social Responsibility (CSR) Activities</p>	
<p>Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects/experiences you have worked on.</p>	
	<p>Conformity: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if any):</p>

Total Word Count: _____



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	Date	Officer		Date	Officer
Form Received^			Acknowledgement of application form		
Fee Received			Receipt of application fee		
Particulars verified			Additional information required		
Other information received			Recommended -By Lead Assessor		
Interviewed on			Not Recommended (With reason(s)) -By Lead Assessor		
Remarks :			Certification No.		

Levels of Competency		Nos. of Competency Achieved	Class of Membership Achieved
Level 1	Operational Competency		Fellow <input type="checkbox"/> Member <input type="checkbox"/> Associate <input type="checkbox"/>
Level 2	Supervisory Competency		
Level 3	Managerial Competency		

^ First vetting to be completed within one month of the date of receipt of the application.

^^ Each report vetting to be completed within six months of the date of receipt of the application.