



## 屋宇設備運行及維修行政人員學會

### Building Services Operation and Maintenance Executives Society

#### Application for New / Upgrade to Corporate / Fellow Membership

(For membership upgrade, please state the current membership number: \_\_\_\_\_ and date elected: \_\_\_\_\_ )

<b>(A) PERSONAL PARTICULARS</b>		
Name ( <input type="checkbox"/> Prof / <input type="checkbox"/> Dr / <input type="checkbox"/> Ir / <input type="checkbox"/> Sr / <input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms) (In English-Surname First, then Other Names) _____ (In Chinese) _____ <i>(Membership certificate issued will bear the name given above)</i>	<input type="checkbox"/> Female / <input type="checkbox"/> Male <input type="checkbox"/> HKID / <input type="checkbox"/> Passport Number Date of Birth _____ Age _____	
Correspondence Address		
Telephone Number	(Office) _____ (Mobile) _____ (Home) _____	
E-mail Address		Fax _____
<b>(B) CURRENT EMPLOYMENT</b>		
Name of Employer		
Position		Date Appointed _____
Company Address		
Briefly state the nature and extent of activities of present employer and personal responsibilities including supervision of technical and managerial staff and accountability to Board, Partners or Senior Management.		

Draw an organization chart to indicate your position in the company.

**(C) CAREER HISTORY** (starting with the current/most recent job)

<b>From</b> MM/YY	<b>To</b> MM/YY	<b>Name of Company / Organisation</b>	<b>Position</b>

**(D) EDUCATION INFORMATION**

<b>From</b> MM/YY	<b>To</b> MM/YY	<b>Name of Academic Institution</b>	<b>Mode *</b>	<b>Qualification Obtained</b>

\* Please indicate mode of study : "F" for Full Time, "P" for Part Time and "D" for Distance Learning.

**(E) PROFESSIONAL QUALIFICATIONS**

<b>Name of Professional Body</b>	<b>Membership Categories</b>	<b>Date Elected</b>

**(F) DISCIPLINE**

Please indicate your professional discipline by putting tick(s) in the box(es) below:

Building Services                       Builder's Work                       Sustainable Operation & Maintenance

I declare that all particulars, statements and documents submitted herein and with this application are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Submission Date (dd / mm / yyyy)

**(G) SUPPORTERS**

The Supporters, who shall be either Hon. FBSOMES, FBSOMES or MBSOMES, but not members of the Membership Committee, should satisfy themselves of the correctness of the information provided by the applicant.

**First Supporter**

Name of Supporter: \_\_\_\_\_  Honorary Fellow /  Fellow /  Corporate Member

Membership No. : \_\_\_\_\_ Contact Telephone Number : \_\_\_\_\_

Having known the applicant personally for \_\_\_\_\_ years, I am of the opinion that this applicant should be considered for admission to the Society as a Corporate Member

\_\_\_\_\_  
Signature of Supporter

\_\_\_\_\_  
Date (dd / mm / yyyy)

**Second Supporter**

Name of Supporter: \_\_\_\_\_  Honorary Fellow /  Fellow /  Corporate Member

Membership No. : \_\_\_\_\_ Contact Telephone Number : \_\_\_\_\_

Having known the applicant personally for \_\_\_\_\_ years, I am of the opinion that this applicant should be considered for admission to the Society as a Corporate Member

\_\_\_\_\_  
Signature of Supporter

\_\_\_\_\_  
Date (dd / mm / yyyy)

**(H) PAYMENT DETAILS** *(Cheque for application fee and assessment fee payment should be sent together with this application form)*

Name of Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_

***FOR OFFICIAL USE ONLY***

Date of Received : \_\_\_\_\_  Application Fee Received                      Information Verified by : \_\_\_\_\_

Date of Received by Committee : \_\_\_\_\_  Approved /  Rejected on \_\_\_\_\_

Membership Committee : \_\_\_\_\_ Membership No. : \_\_\_\_\_

Date of Sending Notification : \_\_\_\_\_  Acceptance Letter                       Pamphlet                       Receipt                       Payment Advice

\_\_\_\_\_  Membership Card                       Certificate                       Other \_\_\_\_\_

## NOTES TO APPLICATION

### 1. Admission Requirements for Membership

An applicant for BSOMES membership should have attained necessary tertiary education in relevant disciplines, be working full time in managing the operation and maintenance of building services system, of good character and accepts the objectives of the Society. Admission is subject to approval of the Executive Committee.

Members Categories	CORPORATE MEMBER			
<b>Requirements</b>				
Current Position (preferably in an employment status of managing the operation and maintenance of building services system)	Equivalent to an executive/managerial post or above			
Tertiary education in relevant disciplines	HC	HD / Asso Deg.	Deg.	--
Years of post-qualification relevant experience	10	8	6	15

\* HC: Higher Certificate HD: Higher Diploma Asso. Deg.: Associate Degree Deg.: Degree

### 2. Additional Requirements of Fellow/Corporate Members

- a) Applicants who apply for Fellow/Corporate Member should also fill the Competency Assessment Form for assessment of their competency.
- b) Applicants should read through the Core Competency Profile on [www.bsomes.org.hk](http://www.bsomes.org.hk) and minimum entry requirements of different streams in Appendix A.
- c) Interview will be arranged for applicant as soon as the application form, required fee and all associated document have been properly received and checked.

### 3. Additional Qualifications and Requirements of Fellow Members

A person who:

- a) is currently a Corporate Member, or
- b) possesses the qualification leading to Corporate Membership, or
- c) holds high academic qualification, and

has rendered outstanding service or contribution to the Society and/or the related building services operation and maintenance field, and with the approval granted by over 3/4 of the members of the Executive Committee.

### 4. Discipline

- a) The result of application for new / upgrade of categories of membership will NOT be affected by the completeness of Section F.

### 5. Membership Fee

Membership Categories	Application Fee HK\$		Assessment Fee HK\$	Biannual Subscription Fee HK\$
	New	Upgrade		
Fellow	\$150	\$50	\$800	HK\$1000
Corporate				HK\$700

- Note :
- a) Application Fee and Assessment Fee are non-refundable and non-transferable;
  - b) Renewal of membership shall be 1 April **biennially**;
  - c) Applicant shall pay the application fee and assessment fee for each submission.
  - d) Subscription Fee shall pay after the approval of application by BSOMES

### 6. Return of Application Form

The completed and duly signed application form should be returned to the PO Box together with:

- A copy of each of relevant certificates / documents certified by either supporter;  
(For application of membership upgrading, only those relevant certificates / documents since last election and copy of current membership certificate are required);
- A copy of 20 hours of Continuing Professional Development (CPD) certificates certified by either supporter;
- Completed Competency Assessment Form certified by either supporter;
- All copies to be reduced to A4 size
- A crossed cheque of **Application Fee** and **Assessment Fee** payable to **BSOMES**, please write down the below on the back of the cheque
  - a) Applicant's full name
  - b) Applicant's contact number
 (Payment Advice for Subscription Fee will be issued when the application is approved by the BSOMES)

**To avoid unnecessary delay in delivery, please ensure sufficient postage has been provided before posting the above to BSOMES.**

**Postal Address: PO Box 95872, Tsim Sha Tsui Post Office, Hong Kong**



**Competency Assessment Form – For Application of Corporate/Fellow Membership**

Name of Applicant:

- Input "N.A." if it is not applicable.
- Please  the Stream which applicant may find it applicable. Applicant should demonstrate their fulfilment of adequate competence items for their application of class 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 :**    **Building Services**       **Builder’s Work**       **Sustainable Operation &Maintenance**

<b>Pre-occupancy Stage</b>		
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):



<b>Pre-occupancy Stage</b>		
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):

<b>Post-occupancy Stage</b>		
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
Project 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):
Indoor Environment & Quality  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):
Energy Efficiency & Sustainability of Building Operation & Maintenance  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):
Communication Skill  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):



<b>Post-occupancy Stage</b>		
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;"><b>Mandatory</b></p> <p style="text-align: center;"><b>Core Competency Statement</b></p>	<p style="text-align: center;"><b>Remarks by Assessors</b></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:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>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:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>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:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Comment (if any):</p>



<p style="text-align: center;"><b>Mandatory</b> <b>Core Competency Statement</b></p>	<p style="text-align: center;"><b>Remarks by Assessors</b></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: \_\_\_\_\_



**For official use only**

	Date	Officer		Date	Officer
Form Received <sup>^</sup>			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		

<sup>^</sup> First vetting to be completed within one month of the date of receipt of the application.

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