

Construction Industry Council

Application Guide for Technically Competent Persons Registration Scheme

Preamble

Technically Competent Persons Registration Scheme (TCPRS) aims to establish and maintain a list of Technically Competent Persons (TCP List) that meets the requirements of the “Code of Practice for Site Supervision 2009” issued by the Buildings Department via the registration.

Applicants may apply for registration as Technically Competent Persons (TCPs) T1 to T5 and Competent Persons (CP) (Logging) under four functional streams, namely authorized person’s (AP’s) stream, registered structural engineer’s (RSE’s) stream, registered geotechnical engineer’s (RGE’s) stream and /or registered contractor’s (RC’s) stream.

New Registration

Step 1: Register Account and Select Registration Category(ies)

All applications for registration shall be submitted through Technically Competent Persons Registration Scheme Portal (TCPRS Portal) or TCPRS Mobile Application (TCPRS App). Applicants shall register accounts at the TCPRS Portal and then select the category(ies) as set out in Table 1 in TCPRS Portal or TCPRS App. For those applying for inclusion of higher grade of TCPs will also be processed for inclusion together with the lower grade of TCPs in the corresponding types of works within the same stream.

For example, when applicants applying for RC-T4-FW under RC’s stream, RC-T2-FW & RC-T1-FW will also be auto-selected by the system.

Step 2: Prepare Records of Qualifications and Relevant Working Experience

Applicants should prepare:

- Scanned copies of relevant academic qualification proof⁽¹⁾ and/or valid certificate of professional qualifications such as Registered Professional Engineer (civil/structural/geotechnical/building) /Registered Architect/Registered Professional Surveyor (building surveying)⁽²⁾.
- Relevant working experience⁽³⁾. For those applying for CP (Logging) under RC’s stream, scanned copies of documentary evidence in support of their core logging experience⁽⁴⁾.

For example, applicants applying for AP-T3-BW(G)/FW shall submit (a) higher certificate or higher diploma of relevant nature with 5-year relevant working experience or (b) degree of relevant nature with 2-year relevant working experience or (c) degree of relevant nature and passed specified geotechnical top-up course with 1 year relevant working experience as well as detailing the name of the employer(s), construction project(s), position(s), duration and scope of work, etc. in their applications.

Remarks:

(1) Academic qualification details⁽⁵⁾:

- Minimum academic qualifications required for each grade of TCP are recognised in accordance with paragraphs 8.19 to 8.21 of the “Code of Practice for Site Supervision 2009”.
- Academic qualifications of CP (Logging) and TCPs (GIFW) are stipulated in Appendix VII of the “Code of Practice for Site Supervision 2009”

(2) Professional qualification details⁽⁵⁾:

- Registered Professional Engineers (civil/structural/geotechnical/building) under the Engineers Registration Ordinance (Cap. 409)
- Registered Architects under the Architects Registration Ordinance (Cap. 408)
- Registered Professional Surveyors (building surveying) under the Surveyors Registration Ordinance (Cap. 417)

(3) Relevant working experience details⁽⁵⁾:

- T1 – The relevant experience must have been gained within the previous 5 years prior to submission of application and at least 1 year must be local site experience
- T2 – Similar to T1 but the experience must be closely related to the type of works concerned
- T3 – The relevant experience must have been gained within the previous 8 years prior to submission of application and at least 1 year must be local experience
- T4 and T5 – The relevant experience must have been gained within the previous 8 years prior to submission of application and at least 1 year must be local experience
- Unless otherwise specified, relevant experience of a TCP may be considered as the number of years of relevant working experience gained post-qualification plus half the number of years of relevant working experience gained pre-qualification but subject to the conditions listed above. However, for Registered Architects, Registered Professional Engineers and Registered Professional Surveyors, relevant working experience obtained before the Professional Qualification is acceptable

(4) Details of documentary evidence in support of core logging experience refer to Appendix VII of the “Code of Practice for Site Supervision 2009”.

(5) For other details of minimum qualifications and relevant working experience required for TCPs and CP (Logging), applicants should refer to the “Technical Memorandum for Supervision Plans 2009” and the “Code of Practice for Site Supervision 2009”.

Step 3: Submit Application

Applicants should submit online application together with documentation proof(s) via TCPRS Portal or TCPRS App. The file size for documentation proof(s) shall be less than 2MB in general. For the documentation proof(s) for CP (Logging) registration, the file size shall be less than 4MB each and a maximum of 5 files.

Step 4: Verify Documents at CIC Service Centres

- Upon initial vetting, eligible applicants will receive email notification to make appointment through TCPRS Portal or TCPRS App to verify the submitted documents at one of the CIC Service Centres. Applicants should present original/ certified true copy of documents, take photos and provide signature samples for e-registration cards in CIC Service Centres.
- Applicants should complete the relevant application procedures before the due date specified by the CIC; otherwise, the application will be deemed as withdrawal unless the CIC's prior approval has been obtained.
- Details of location and opening hours of CIC Service Centres are available at CIC website.

Step 5: Result Announcement

Applicants will receive result announcement notification through email within 3 calendar days upon the completion of documents verification. The e-registration cards of successful registrants would be updated simultaneously.

Retention and Restoration

Registrants may apply for retention of their names in the TCP List not earlier than six months before the expiry date of the registration through TCPRS Portal or TCPRS App. Applicants may provide documentary proof on relevant working experience to meet the registration requirements. The registration will continue to be valid if applicants submit retention application within the retention period until the application is completed.

Applicants can submit restoration applications without time limit if they fail to submit retention application before the expiry of the registration. Applicants should provide documentary proof on relevant working experience to meet the registration requirements if applicable.

Upon initial vetting, eligible applicants will receive email notification to make appointment at one of the CIC Service Centres through TCPRS Portal or TCPRS App if supporting documentary proof has been submitted. Applicants should present original/ certified true copy of documents for verification in CIC Service Centres.

Applicants will receive result announcement notification through email within 3 calendar days upon the completion of documents verification. The e-registration card of successful applicants for retention or restoration would be updated simultaneously.

Validity Period and Registration Fee

The validity period for the registration is 5 years and the registration fee is waived until further notice.

Application for Additional TCP Categories

Registrants can apply for addition of other TCP categories. However, the validity period of their current registration will remain unchanged if the application for additional categories is accepted.

Table 1 : Types of TCP Categories

Grade	Streams and Categories			
	AP's Stream	RSE's Stream	RGE's Stream	RC's Stream
T5		RSE-T5-DW	RGE-T5-GIFW/BW(G)	RC-T5-DW
		RSE-T5-BW(G)/FW/BW(O)/A&A(H)		RC-T5-A&A(H)
T4	AP-T4-BW(G)/FW/BW(O)			RC-T4-GIFW
				RC-T4-BW(G)
				RC-T4-FW
				RC-T4-FW(O)
				RC-T4-BW(O)
T3	AP-T3-GIFW	RSE-T3-BW(G)/FW	RGE-T3-GIFW	RC-T3-BW(O)
	AP-T3-BW(G)/FW	RSE-T3-BW(O)	RGE-T3-BW(G)	RC-T3-MW
	AP-T3-BW(O)	RSE-T3-MW		
	AP-T3-MW			
T2			RGE-T2-MW	RC-T2-BW(G)
				RC-T2-FW
T1				RC-T2-FW(O)
				RC-T1-GIFW
				RC-T1-BW(G)
				RC-T1-FW
				RC-T1-FW(O)
				RC-T1-BW(O)
CP				RC-T1-MW
				RC-CP-GIFW

Legends:

BW(G) – Building Works with significant geotechnical content

FW – Foundation Works

FW(O) – Foundation Works (except for piling works)

GIFW – Ground Investigation Field Works

BW(O) – Street Works or all Building Works (other than the above types of works and Minor Works)

MW – Minor Works

DW – Demolition Works

A&A(H) – Alteration and Addition Works (Heritage Building)

CP – Competent Person (Logging)