



# HKRPBI Building Inspector Certification Scheme Manual Base on ISO 17024

**CSM01**

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## **1. Introduction**

The present HKRPBI Building Inspection Personnel Certification Scheme (BIPCS) for the certification of competence of building inspector personnel satisfies the requirements of applicable International Standards cited under External References.

The Certification Body (CB) has constituted a Certification Scheme Committee (CSC) and delegated to the CSC the responsibility for maintaining an overview of the operations of the CB. Membership of committees is open to the participation of individuals and organization representative of stakeholders in the Certification Scheme.

There is a wide range of qualification examinations available within the Scheme, covering various Building Inspection methods and techniques. This document sets out the general requirements and procedures common to all general parts of the scheme.

- Building components and regulations
- Legal practice
- Property management
- Interior design
- Communication ability
- Property transaction

This series of documents is designed to provide comprehensive information for users of the Certification Scheme.

## **2. Scope**

- 2.1. This document describes a system for the qualification and certification of personnel who perform Inspection of buildings.
- 2.2. Specific details of the certification available at each level in the various Building Inspection methods and industry sectors are contained in the annexure to this document.

## **3. External References**

ISO/IEC17024:2012: General requirements for bodies operating certification systems of persons

## **4. Terms and Definitions.**

For the purposes of this document, the following definitions apply:

- 4.1. Approved Training Organization (ATO) – A legal entity assessed against the criteria in CEN ISO/TR 25108 and approved by the CB to provide specified training courses for personnel intending to attempt a specified



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examination.

- 4.2. Appropriately Qualified Personnel - Individuals carrying out supervision of candidates for certification holding relevant certification issued by a recognized certification body meeting the requirements of ISO/IEC 17024.

*Note: The certification concerned must include supervisory competence and have a similar technical scope as that certification which is the subject of surveillance. Where there are insufficient appropriately qualified persons in a country outside of the present field of operations to satisfy the requirement, supervision of candidates may be carried out by persons holding relevant qualification acceptable to the CB.*

- 4.3. Basic Examination - An examination which demonstrates knowledge of materials science and technology, the qualification and certification system, and of the theoretical principles.
- 4.4. Candidate - individual seeking qualification and certification and who gains experience under the supervision of suitably qualified personnel.
- 4.5. Certificate –document, issued by the certification body under the provisions of the applicable standard, indicating that the named person has demonstrated the competence(s) defined on the certificate
- 4.6. Certification - procedure used by the CB to confirm that the qualification requirements for a method, level and sector have been fulfilled, leading to the issue of a certificate

*Note: The issuing of a certificate does not authorize the holder to operate; this authority can only be given by the employer.*

- 4.7. Certification Body - The body that administers procedures for certification of Building Inspection personnel in accordance with this specification, and fulfils the requirements of ISO/IEC 17024.
- 4.8. Employer - The organization for which a candidate or holder of certification works on a regular basis. An employer may also be a candidate.
- 4.9. Examiner - An individual certificated in the method and sector for which he or she is to conduct, supervise and grade examinations and who is authorized so to do by the CB.
- 4.10. General Examination –a written examination concerned with the principles of a Building Inspection method.
- 4.11. Industrial Building Inspection Experience –the experience needed to acquire the skill and knowledge to fulfil the provisions of qualification in the appropriate sector, and which is gained under the supervision of Appropriately Qualified Personnel, in the application of the Building Inspection method in the sector concerned.

*Note: In the event that the qualification examination has been passed by a candidate lacking the experience required for certification, the CB will issue a letter of attestation to the successful candidate indicating that he or she has passed the qualification examination and needs only to meet the experience requirement in order to be certificated.*



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- 4.12. Invigilator - An individual, trained by an HKRPBI in the process of examination invigilation to requirements, who is impartial with respect to the candidate(s) under examination. Invigilators shall be authorized in writing by the CB on the HKRPBI schedule of authorization.
- 4.13. Job-specific training - instruction, provided by the employer (or his agent) to the candidate or certificate holder in those aspects of non-destructive testing specific to the employer's products, Building Inspection equipment, Building Inspection procedures, and applicable codes, standards and specifications, leading to the award of operating authorization.
- 4.14. Main Building Inspection Method Examination - written examination which demonstrates the candidate's general and specific knowledge of the applicable Building Inspection method, and to write Building Inspection procedures for the Building Inspection method as applied in the industrial or product sector(s) for which certification is sought.
- 4.15. Multiple choice examination question - A question worded in a manner giving rise to four or more potential replies, only one of which is correct, the remaining choices being incorrect or incomplete
- 4.16. Building Inspection Instruction - A written description of the precise steps to be followed in testing to an established standard, code, specification or *Building Inspection procedure*.
- 4.17. Building Inspection Technique - A specific way of utilizing an Building Inspection method (for example, ultrasonic immersion technique).
- 4.18. Building Inspection Procedure - A written description of all essential parameters and precautions to be observed when applying an Building Inspection technique to a specific test, following an established standard, code or specification. An Building Inspection Procedure can involve the application of more than one Building Inspection Method or Technique.
- Building Inspection
- 4.19. Building Inspection Training - a process of instruction in theory and practice in the Building Inspection method in which certification is sought, which takes the form of training courses to a syllabus approved by the CB.
- 4.20. Operating Authorization - written statement issued by the employer, based upon the scope of certification, authorizing the individual to carry out defined tasks. Authorization may be dependent on the provision of job-specific training.
- 4.21. Practical Examination - assessment of practical skills in which the candidate demonstrates familiarity with Building Inspection to operate the necessary test equipment, to test the prescribed specimens, and to record and to analyse the resulting information to the degree required.
- 4.22. Qualification - Evidence of training, professional knowledge, skill and experience as well as physical fitness to enable Building Inspection personnel to properly perform Building Inspection tasks



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4.23. Qualification Examination - An examination administered directly by the CB, which assesses the general, specific and practical knowledge and skill of the candidate.

*Note: No documentary material, other than that provided by the examination centre, is to be accessible to the candidate under any circumstances during a qualification examination. In an open book examination the candidate is provided with all necessary reference material by the examination centre; during a closed book examination, the candidate is not allowed access to any reference material whatsoever.*

4.24. Qualified supervision - supervision of candidates gaining experience by Building Inspection personnel certificated under the Certification Scheme or by non-certificated personnel who, in the opinion of the CB, possess the knowledge, skill, training and experience required to properly perform such supervision

4.25. Record of Certification - Document listing all certification issued under the rules specified in this document and its antecedents, indicating that the named individual has demonstrated proficiency in performing Building Inspection within the scope of the certification.

4.26. Sector - A particular section of industry or technology where specialized Building Inspection practices are used, requiring specific product related knowledge, skill, equipment or training. A sector may be interpreted to mean a product (castings, welds or wrought products) or an industry (railway or in-service testing).

4.27. Significant Interruption - absence from (or a change of) work activity which prevents the holder of certification from practising the duties corresponding to his or her level in the method and sector(s) for which certification was issued, for (a) a continuous period in excess of one year or (b) two or more periods for a total time exceeding two years.

*Note: Legal holidays, or periods of sickness or courses of less than thirty days are not taken into account when calculating the interruption.*

4.28. Specification - document stating requirements

4.29. Specimen - Sample used in practical examinations. A specimen can include more than one area or volume to be tested.

4.30. Specimen master report - model answer, indicating the optimum result for a practical examination given a defined set of conditions (equipment type, settings, technique, specimen, etc.), against which the candidate's test report will be graded.

4.31. Supervision - act of directing the application of Building Inspection performed by other Building Inspection personnel, which includes the control of actions involved in the preparation of the test, performance of the test and reporting of the results.

4.32. Validation - act of demonstrating that a verified procedure will work in practice and fulfil its intended function, normally achieved by actual witnessing, demonstration, field or laboratory tests or selected trials.

4.33. Renewal- Procedure for re-validation of a certificate without examination at any time up to two years after success in an initial or re-certification examination



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4.34. Re-certification – Procedure for re-validation of a certificate by examination or by otherwise satisfying the CB that the published criteria for re-certification are satisfied.

## **5. Abbreviations**

The abbreviations used within this document or its appendices are as follows:

ATO	Approved Training Organization
CB	Certification Body

## **6. Responsibilities**

6.1. The Certification Body (CB) shall

6.1.1. fulfil the requirements of ISO/IEC 17024 and will ensure that the PCI Certification Scheme(s) for qualification and certification of personnel, are controlled and operated so as to ensure, amongst other things, that they are impartial, and that decisions taken and implemented at all levels, including management and committees, are free from commercial or other pressures that may prevent the objective provision of certification services.

6.1.2. Ensure that information obtained during the certification process, of from sources other than the applicant, candidate or certified person, is not disclosed to anyone without the written consent of the individual concerned, except where the law of land requires such information to be disclosed.

6.1.3. shall approve properly staffed and equipped examination centers which it shall monitor on a periodic basis

6.2. Candidates for certification shall:

6.2.1. provide documentary evidence of satisfactory completion of a course of training at an ATO approved by the CB.

6.2.2. undertake to abide by the Code of Ethics for candidates and certificates holders

6.3. Certificate holders shall

6.3.1. undertake to abide by the Code of Ethics published by CB

6.3.2. discontinue declaring his HKRPBI certification as certified personnel in the event that the conditions for validity of certification are not fulfilled

## **7. Levels of Qualification**

7.1. Certified Associate Building Inspector (CABI) personnel are qualified to carry out Building Inspection operations according to written instructions and is competent to perform the Inspection of the new flat category (“forward-buying”)

- mainly requires visual observation to identify major deficiencies according to specifications in the pre-sale brochures. While inspection focus is on patent defects and workmanship checked with simple, handy and



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straight-forward tools, the inspection is only entry-level.

7.2. Certified Professional Building Inspector (CPBI) personnel are qualified to carry out Building Inspection operations according to written instructions and is competent to perform the Inspection of the new flat category, the second-hand units inspection (“as-is” basis)

- The new flat category mainly requires visual observation to identify major deficiencies according to specifications in the pre-sale brochures. While inspection focus is on patent defects and workmanship checked with simple, handy and straight-forward tools, the inspection is only entry-level.
- the used flat category requires more technical understanding of the wear-and-tear situation, life cycle of components, common problems due to building aging and unauthorized additions and alteration. Some professional equipment may be needed on site to aid the visual observation. It may require a higher level of logical deductions and analysis.

## **8. Eligibility**

### **8.1. General**

To be eligible for examination, candidates must have successfully completed, prior to making application for examination, a CB validated course of training at HKRPBI Approved training organization (ATO). The training covers the requirement for which the certification is sought. For all levels, the candidate shall satisfactorily complete a course of theoretical and practical training delivered by ATO approved by HKRPBI.

The candidate shall fulfil the minimum requirements of vision and training prior to the qualification examination and shall fulfil the minimum requirements for industrial experience and, where applicable, has reached a minimum age (20 years old) as specified by the certification body prior to certification.

### **8.2. Academic requirement**

Applicants for Certified Associate Building Inspector (CABI) or Certified Professional Building Inspector (CPBI) shall have Secondary school graduate or above.

### **8.3. Professional Background**

#### **1) Certified Associate Building Inspector (CABI)**

- Membership of a recognized construction institution, OR
- Completed at least 30 hours of recognized training with practical session

#### **2) Certified Professional Building Inspector (CPBI)**

- CABI within the past 2 years, AND
- -Completed at least 30-hour of recognized advanced training with practical session on old residential units

### **8.4. Experience**



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### **1) Certified Associate Building Inspector (CABI)**

- Have completed at least one un-aided new flat inspection resulting in a formal inspection report

### **2) Certified Professional Building Inspector (CPBI)**

- At least 1 year of relevant experience approved by the employer or HKCPBI certification committee

## **8.5. Training**

8.5.1. The candidate shall provide documentary evidence, acceptable to the certification body, that he or she has satisfactorily completed Building Inspection training in the method and level for which the certification is sought.

8.5.2. For all levels, the candidates shall satisfactorily complete a course of theoretical and practical training recognized by HKRPBI. For all levels, theoretical training may be delivered in a face-to-face instructor-led format, distance learning format, a self-paced format, or a combination of these formats. Practical training shall be delivered by a face-to-face instructor-led format only. The training for initial certification shall remain valid for a maximum period of five years from the date of completion.

8.5.3. Where qualification examinations are to be conducted for candidates in an overseas location and CB validated training is not available through an approved ATO, any training that covers the approved syllabus may be granted interim recognition for up to two years as meeting the CB's requirements for pre- certification training.

Note: The approved training course shall be at least 30 hours of recognized training with practical session.

## **9. Qualification Examination**

### **9.1. General**

An examiner shall not be permitted to examine any candidate that he has trained for the examination, or who is employed in the same facility as the candidate.

Only CB authorized examiners and examination invigilators within the Certification Scheme, and all examination personnel are required to declare any interest in a candidate that presents for examination. In case of doubt regarding maintenance of impartiality, examiner shall consult with the Head of Certifications before conducting examinations.

### **9.2. Examination Application**

9.2.1. Initial enquires to the CB may be by telephone. Formal applications must be made on an application form (F-14) available direct from the CB. No examination appointment can be considered confirmed until a correctly completed application form has been received.

9.2.2. Application forms ask for specific details on experience and training to the published syllabus and must be



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signed to the effect that these details are correct. In the event of a false statement being discovered, any certification awarded as a result of the examination will be null and void.

9.2.3. Applications dependent upon the individual holding appropriate certification must be supported by acceptable evidence of such certification; photocopies are acceptable at this stage, but original certificates, together with proof of identity, shall be presented to the examination invigilator on the date of examination. Failure to comply with this clause will result in a refusal to examine.

9.2.4. HKRPBI will notify the applicant the location of examination 1 month before the examination date (where applicable).

### **9.3. Examination Equipment and Documentation**

9.3.1. Candidates must not be in possession of any reference documentation or equipment, other than that provided by the CB, during a qualification examination.

9.3.2. HKRPBI will provide suitable reference materials for use in written examinations.

9.3.3. The use of a pocket calculator is permissible in qualification examinations provided that it is of a type that does not permanently store programs, formulae or data relevant to Building Inspection.

9.3.4. Mobile phones are not permitted in any examination area.

### **9.4. Qualification Examination Elements**

9.4.1. The examination will compose of two stages and shall cover Building Inspection method and technique

9.4.2. Stage 1 - written examination shall consist of the following examination elements:

- Technical Competence - Building components and regulations, Finishes and workmanship Inspection methods and tools, Defects identification (60%)
- Complementary Competence - Interior design, Decoration, Renovation, Small works Legal practice, Property management, Property transaction (20%)
- Business Competence - Communication ability, Logical thinking, Creativity Professional practice, HKCPBI Code of Ethics and Bye-laws (20%)

9.4.3. Stage 2 - panel interview shall be conducted by 2 HKRPBI certified professional building inspector appointed by HKRPBI

### **9.4.4. Examination time**

The certification body shall specify and publish the maximum amount of time allowed for the candidate to complete each examination element, which shall be based upon the following:

#### **3) Certified Associate Building Inspector (CABI)**

- Stage 1 - the total time for the examination is 100 minutes and composed of 40 multiple choice questions (MCs) and 5 Short essay questions (SAQs). Two marks will be given to each correct MC



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(total 80%) and 4 marks to each SAQ (total 20%). The passing mark for the written examination is 50%.

- Stage 2 shall be conducted by 2 assessors and the interview time is 20 minutes. Marks will be given to interview questions on personal element (20%), inspection report (20%) and 3 interview questions (20 % each). The average passing mark form the assessors is 50%.

#### **4) Certified Professional Building Inspector (CPBI)**

- Stage 1 - the total time for the examination is 180 minutes and composed of 60 multiple choice questions (MCs) and 10 Short essay questions (SAQs). One mark will be given to each correct MC (total 60%) and 4 marks to each SAQ (total 40%). The passing mark for the written examination is 50%.
- Stage 2 shall be conducted by 2 assessors and the interview time is 30 minutes. Marks will be given to interview questions on personal element (20%), inspection report (20%) and 3 interview questions (20 % each). The average passing mark form the assessors is 50%.

#### **9.5. Examination aids**

The use of aids such as codes, standards, specifications, procedures and electronic devices is only permitted if supplied as part of the examination or authorized by HKRPBI.

#### **9.6. Conduct of Examinations**

9.6.1. All examinations shall be conducted in HKRPBI examination centre.

9.6.2. At the time of examination, the candidate shall have in his or her possession valid proof of identification and an official notification of the examination, which shall be shown to the examiner or invigilator upon demand.

9.6.3. Candidates must not be in possession of any equipment or documentation, other than that provided by the examination centre with the authority of an authorized examiner, during a qualification examination.

9.6.4. Any candidate who, during the course of the examination, does not abide by the examination rules or who perpetrates, or is an accessory to, fraudulent conduct shall be excluded from further participation.

9.6.5. Candidates proved to have cheated in a qualification examination will not be accepted as a candidate for any further examination for a period of 12 calendar months from the date of the examination in which cheating was established to have taken place. No examination results will be issued for those examination parts already completed and a letter will be sent to the candidate concerned and to the employer or sponsor explaining why the examination was terminated.

9.6.6. Examination questions shall be validated by the certification body. When conventional prepared paper- based



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examinations are used, the examination papers shall be validated and approved by an examiner, and the grading shall be done in accordance with procedures approved by the certification body. When e- assessment systems that select questions present the "written" examination to a candidate on a computer and grade the examinations are used, the certification body shall validate and approve the e-assessment system.

9.6.7. Written (whether e-assessment or conventional and practical examinations shall be invigilated by an examiner or by one or more invigilators placed under a certification body's responsibility.

9.6.8. With the approval of the certification body, a candidate for a practical examination may use their own equipment.

9.6.9. Candidates shall not be permitted to bring into the examination area personal items, unless specifically authorized to do so by the examiner.

### **9.7. Re-examination**

9.7.1. A candidate failing for reasons of unethical behaviour shall wait at least 12 months before reapplying.

9.7.2. candidate who fails one or more elements of an examination (i.e. general, specific practical etc.) may retake the failed examination no more than twice:

- a) After a minimum time of one month (which may be reduced if further training acceptable to the certification body has been satisfactorily completed).
- b) No later than two years after the initial examinations

9.7.3. A candidate failing two re-examinations on one or more elements shall complete further training, acceptable to the certification body, and be required to retake all examination elements.

### **9.8. Publication of Examination Results**

9.8.1. All candidates will be issued with a standard examination results notice by the CB, normally within 21 days of completion of examination, provided all examination fees have been paid.

9.8.2. A copy of the results notice will be sent to the applicant and the CB will issue certification to candidates fulfilling all prerequisites (training, experience, satisfactory vision and success in the relevant examination) for certification.

9.8.3. Candidates who fail any part of the examination will be provided with brief reasons for failure on this notice by the CB.



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### 10. Certification

- 10.1 Successful candidates will be issued a certificate of competence, which indicates that all conditions for certification, as detailed in the present specification document, are met. Issue of certification normally takes place within 30 days from the date of the examination. However, where a candidate for certification has achieved a pass in all relevant examination parts, but has not yet satisfied the prerequisites experience and vision requirements, the issue of certification may be deferred for up to two years from the date of success in the qualification examination.
- 10.2 Once the CB Records Office is in possession of evidence that all prerequisites (training, experience, satisfactory vision and success in the relevant qualification examination) have been satisfied, a certificate stating the level awarded will be published.
- 10.3 The record of certification and/or corresponding wallet card bears:
- the family name and forename of the certificated individual;
  - the date of certification;
  - the date upon which certification expires;
  - the level of certification;
  - Reference to this international standard
  - if applicable, the scope of limitations to the certifications and /or the special applications;
  - a unique certificate number;
  - The signature of the President of HKRPBI
  - NOTE: By issuing the certificate and/or the corresponding wallet card, the CB attests to the qualification of the individual but does not give any authority to operate.
- 10.4 Verification of current certification is available at HKRPBI website provided the correct name and personal number of the individual is entered.

### 11. Conditions of certification

#### 11.1. General

Certification is granted, extended, suspended, withdrawn or re-validated by HKRPBI. The maximum period of validity of the certificate is 2 years.

#### 11.2. Granting

Certification shall be granted by the certification body when all certification requirements are fulfilled. The period of validity shall commence upon the decision of certification by the certification body.

#### 11.3. Suspension of Certification

Certification may be suspended by CB:



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- a) if the individual becomes temporarily physically incapable of performing their duties;
- b) if the individual fails to provide evidence of meeting the visual acuity requirements of this document annually;
- c) if a significant interruption takes place in the method for which the individual is certified;
- d) at the discretion of the certification body for any other situations.

### **11.4. Withdrawal of certification**

Certification shall be withdrawn by the CB:

- a) at the discretion of the CB after reviewing evidence of behaviour incompatible with the certification scheme or failure to abide by a code of ethics (F-71 Ethic code).
- b) if the individual fails to meet the requirements of renewal, until such time as the individual meets the requirements for renewal;
- c) if the individual fails re-certification, until such time as the individual meets the requirements for re-certification or certification;
- d) at the discretion of the CB, when verifiable evidence is received from the employer stating that the individual has become physically incapable of performing their duties

### **11.5. Certification after withdrawal**

The CB shall specify the conditions for certification where an individual's certification has been withdrawn in the case of 12.5 a) and d)

### **11.6. Waiting period prior to certification after withdrawal**

In case of 12.5 a), the certification can only be granted after a minimum 12 months waiting period. The certification body shall specify the length and conditions of the waiting period.

### **11.7. Certificates issued by other certification bodies**

11.7.1. CB may consider certification issued by another certification body. If so, CB shall do so in accordance with a documented process. Where the CB takes into account work performed by another body, it shall have appropriate reports, data and records to demonstrate that the results are equivalent and conform to the requirements established by the certification scheme.

11.7.2. This process shall consider the granting of credit for valid certification including a review of education, training, experience, vision and examination requirements of the originating certification body. The review may allow the certification body to recognize the general theory part of method examination. The review may also allow the certification body to recognize the specific and/or practical examination elements but only when the method/technique, industry/product sector are appropriate.

11.7.3. where the prior certification is accepted without any additional examination, the expiry of the new certification shall not extend beyond that of the prior certification nor shall extend the scope of certification.



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### **12. Re-certification**

#### **12.1. General**

Prior to the completion of each second period of validity, the certified individual shall be re-certified by the certification body for a new period of two years, provided the individual provides his/her CPD for at least 3 hours per year.

It is the responsibility of certificate holders to initiate the procedures required to obtain re-certification. If the re-certification is applied for more than 12 months after expiry of the period of validity, a complete examination (stage 1 and stage 2) for CABI and CPBI shall again be passed successfully.

### **13. Complaints and Appeals**

- 13.1. Certificate holders must recognize that personal integrity and professional competence are the fundamental principles on which their testing activities are founded. Accordingly, it is a condition of certification that certificate holders shall undertake to comply with a code of ethics.
- 13.2. An aggrieved party in a dispute, which considers itself to have reasonable grounds for questioning the competency or ethical behaviour of a certificated individual or his employer, may petition the CB for withdrawal or cancellation of certification (QP-06). Such a petition must be accompanied by all relevant facts and, if it is the view of the CB that an adequate case has been presented, a full investigation of the circumstances under dispute will be initiated.
- 13.3. If the petition is substantiated to the satisfaction of the Scheme Committee (or a committee to which has been assigned responsibility for such matters), the certification may be cancelled, or renewal or re- certification may be refused, for such period as the Management Committee may decide, unless the holder of certification is successful in a further examination, the content of which will be decided by the Management Committee or it's authorized sub-committee at an ordinary meeting.
- 13.4. Appeals against certificate cancellation, failure to certify or failure to renew may be made by the candidate or the employer upon application in writing to the Secretary to the Management Committee.
- 13.5. The Scheme Committee may delegate the process of dealing with complaints and appeals to a properly constituted sub-committee.

### **14. Certification and Examination Records**

- 14.1. The CB will retain records of certification issued as a result of success in any qualification examination for a minimum period of 8 years. An updated database of certificated personnel, which includes (amongst other things) the name, unique personal identification number and scope of certification held by each individual, is maintained by the CB records office.
- 14.2. CB will retain examination records of successful and unsuccessful candidates for a period of 8 years from the



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date of the examination. Audit of specific individual examination records, which are under the jurisdiction of the CB, may be made available in appropriate circumstances. Contact the CB for further information.

### **15. Use and Misuse of Certificates**

- 15.1. The issue of a certificate indicates that the holder has demonstrated an acceptable level of competence measured by means of the relevant examination conducted at a CB in accordance with the prevailing requirements on the date indicated using a particular set of equipment on a specific product. Certificate holders or employers are not permitted to imply any further degree of competence on the basis of the certificate.
- 15.2. Certificate holders or their employers must not use or refer to CB certificates, nor the CB logo, nor must they knowingly allow them to be used or referred to by a third party, in a manner that may be considered fraudulent or to bring the Certification Scheme into disrepute. The full conditions of use of the CB logo, or reference to CB certification, are detailed in a separate document (QP-23) available from the CB.
- 15.3. All certificated personnel are required to keep a register of complaints made against them within the scope of the certificate of competence. Failure to keep such a register or failure to enter valid complaints in it will be construed as a misuse of the certificate and appropriate penalties will be applied, see below. The register of complaints must be made available to the CB on request.
- 15.4. The penalty for misuse of certification in all cases is invalidation of the certificate. If the misuse was in the public domain, publication of the transgression may also be undertaken. Any misuse, which appears to be an infringement of the law, will result in the matter being reported to the authorities.
- 15.5. Certificates are valuable documents which should be kept in a safe place. Any suspicion of forgery or misrepresentation must be reported to the CB. Loss or theft of certificates must be reported to the authorities and to the CB.