

BRCRS Self-Assessment Checklist

This checklist will help you assess your organization's performance in meeting BRCRS core requirements, understanding your readiness for BRCRS, as well as get you prepared for BRCRS registration assessment.

[Date of issue]

A. Self-Assessment Summary

Company Name: []

Company Address: []

Types of registration: [to select: Authorized Persons / Registered Inspectors / Registered General Building Contractors / Registered Minor Works Contractors (Class I) / Registered Fire Service Installation Contractors (Class 1 & 2)]

Overall Score: [enter: points obtained]/[enter: eligible points] ([calculate the percentage]%)

Project(s) assessed

Project 1

Project location: [address of the project]

Contract period:

- Consultancy: [dd/mm/yy – dd/mm/yy]
- Works Contract: [dd/mm/yy – dd/mm/yy]

Actual completion date: [dd/mm/yy]

Contact sum:

- Consultancy fee: [HKD xxx]
- Works contract: [HKD xxx]

Scope of works:

- Consultancy: [e.g provision of AP / RI services]
- Works contract: [e.g. A&A works to re-lay the commercial podium floors or the lobbies of residential floors]

B. Self-Assessment Checklist

AP/RI

Item	Core Requirements	Points	Cond. Pts	Document reviewed
1	Provision of registered professionals and sufficient staffing			
	a Proper qualified personnel	/1		
	b Staffing proposal and key personnel	/1		
	c Commitment to progress checking and identifying any delay, and to taking action to mitigate any impact from the delay	/1		
2	Oversight of hidden works			
	a Evidence of completion of hidden works	/1		
	b Inspection on hidden works	/1		
3	Approval of materials			
	a Adherence to project brief and contract specifications	/1		
	b Material samples review and approval	/1		
	Display of approved material samples	/1		
	c Approval of and justification for use of brand name or restrictive specifications (Conditional Point)		/1	
4	Approval of completion of defects rectification			
	a List of defective works issued before practical completion (PC)	/1		
	b Joint inspection by Consultant, Contractor and client before practical completion (PC) to confirm defective work	/1		
	Joint inspection by Consultant, Contractor and client before defects liability period (DLP) expiry	/1		
5	Approval of variation order (VO)			
	a Client's approval prior to variation order (VO) works	/1		

	b	Client's approval of ceiling amount for variation order (VO)	/1			
	c	Cost estimate/quotation provided to client prior to variation order (VO) works	/1			
		Variation order (VO) similar to works item in contract (Conditional Point)			/1	
		Variation order (VO) due to omission of basic inspection items required in the Code of Practice on Mandatory Building Inspection Scheme (MBIS) or Mandatory Window Inspection Scheme (MWIS) (Conditional Point)			/1	
	d	Documentation of variation order (VO) works and associated costs, and submission to Client	/1			
6	Validation of final payment					
	a	Completion of defective works rectification prior to certificate of final completion (FC)	/1			
	b	Joint inspection with client before final completion	/1			
7	Handling of complaints					
	a	System for receiving, following-up and taking corrective action on complaints	/1			
	b	System for receiving, following-up and taking corrective action on complaints about contractor's work	/1			
	c	Complaint log	/1			
	d	Timely follow-up actions, if complaint received (Conditional Point)			/1	

Appendix

(Please attach the Core Requirement Checklist used for the assessment and also the supporting documents copied, if any.)

Item	Core Requirements	Points	Cond. Pts	Document reviewed
1	Provision of registered professionals and sufficient staffing			
	a Proper qualified personnel	/1		
	b Staffing proposal and key personnel	/1		
	c Commitment to progress checking and identifying any delay, and to taking action to mitigate any impact from the delay	/1		
2	Oversight of hidden works			
	a Evidence of completion of hidden works	/1		
	b Supervision of on hidden works	/1		
3	Approval of materials			
	a Adherence to project brief and contract specifications	/1		
	b Material samples provision	/1		
	c Justification for use of brand name or restrictive specifications (Conditional Point)		/1	
4	Oversight of subcontractor works			
	a Joint inspection with Consultant or client for subcontractor works	/1		
5	Approval of completion of defects rectification			
	a Joint inspection by Consultant and Contractor before practical completion (PC) to confirm defective works	/1		
	Joint inspection by Consultant and Contractor before defects liability period (DLP) expiry	/1		
6	Approval of variation order (VO)			
	a Consultant's approval prior to variation order (VO) works	/1		
	b Cost estimate/quotation provided to Consultant prior to variation order (VO) works	/1		
	Variation order (VO) similar to works item in contract (Conditional Point)		/1	

	d	Documentation of variation order (VO) works and associated costs, and submission to Consultant	/1				
7		Validation of final payment					
	a	Completion of defective works rectification prior to final claims submission	/1				
	b	Joint inspection with Consultant before final payment	/1				
7		Handling of complaints					
	a	System for receiving, following-up and taking corrective action on complaints	/1				
	b	System for receiving, following-up and taking corrective action on complaints about subcontractor's work	/1				
	c	Complaint log	/1				
	d	Timely follow-up actions if complaint received (Conditional Point)				/1	

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RMWC

Item	Core Requirements	Points	Cond. Pts	Document reviewed
1	Provision of registered professionals and sufficient staffing			
	a Proper qualified personnel	/1		
	b Staffing proposal and key personnel	/1		
	c Commitment to progress checking and identifying any delay, and to taking action to mitigate any impact from the delay	/1		
2	Oversight of hidden works			
	a Evidence of completion of hidden works	/1		
	b Supervision of on hidden works	/1		
3	Approval of materials			
	a Adherence to project brief and contract specifications	/1		
	b Material samples provision	/1		
	c Justification for use of brand name or restrictive specifications (Conditional Point)		/1	
4	Oversight of subcontractor works			
	a Joint inspection with Consultant or client for subcontractor works	/1		
5	Approval of completion of defects rectification			
	a Joint inspection by Consultant and Contractor before practical completion (PC) to confirm defective works	/1		
	Joint inspection by Consultant and Contractor before defects liability period (DLP) expiry	/1		
6	Approval of variation order (VO)			
	a Consultant's approval prior to variation order (VO) works	/1		
	b Cost estimate/quotation provided to Consultant prior to variation order (VO) works	/1		
	Variation order (VO) similar to works item in contract (Conditional Point)		/1	

	d	Documentation of variation order (VO) works and associated costs, and submission to Consultant	/1				
7		Validation of final payment					
	a	Completion of defective works rectification prior to final claims submission	/1				
	b	Joint inspection with Consultant before final payment	/1				
7		Handling of complaints					
	a	System for receiving, following-up and taking corrective action on complaints	/1				
	b	System for receiving, following-up and taking corrective action on complaints about subcontractor's work	/1				
	c	Complaint log	/1				
	d	Timely follow-up actions if complaint received (Conditional Point)				/1	

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RFSIC

Item	Core Requirements	Points	Cond. Pts	Document reviewed
1	Provision of registered professionals and sufficient staffing			
	a Proper qualified personnel	/1		
	b Staffing proposal and key personnel	/1		
	c Commitment to progress checking and identifying any delay, and to taking action to mitigate any impact from the delay	/1		
2	Oversight of hidden works			
	a Evidence of completion of hidden works (Conditional Point)			/1
	b Supervision of on hidden works (Conditional Point)			/1
3	Approval of materials			
	a Adherence to project brief and contract specifications	/1		
	b Material samples provision	/1		
	c Justification for use of brand name or restrictive specifications (Conditional Point)			/1
4	Oversight of subcontractor works			
	a Joint inspection with client for subcontractor works	/1		
5	Approval of completion of defects rectification			
	a Joint inspection by client and Contractor before substantial completion to confirm defective works	/1		
	Joint inspection by client and Contractor before expiry of maintenance period	/1		
6	Approval of variation order (VO)			
	a Client's approval prior to variation order (VO) works	/1		
	b Cost estimate/quotation provided to client prior to variation order (VO) works	/1		
	Variation order (VO) similar to works item in contract (Conditional Point)		/1	

	d	Documentation of variation order (VO) works and associated costs, and submission to client	/1				
7		Validation of final payment					
	a	Completion of defective works rectification prior to final claims submission	/1				
	b	Joint inspection with client before final payment	/1				
7		Handling of complaints					
	a	System for receiving, following-up and taking corrective action on complaints	/1				
	b	System for receiving, following-up and taking corrective action on complaints about subcontractor's work	/1				
	c	Complaint log	/1				
	d	Timely follow-up actions if complaint received (Conditional Point)				/1	

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