

This form may take you 30 minutes to complete

| CERTIFIED QUALITY MARK/CONQUAS MANAGER APPLICATION / RENEWAL FORM  |  | Affix a recent passport size colour photograph here |
|--|--|---|
| <p>To: DIRECTOR<br/>Quality &amp; Certification Department<br/>Building and Construction Authority<br/>Blk A (ZEB) Level 3<br/>200 Braddell Road<br/>Singapore 579700<br/>(Please send your application by email to<br/><a href="mailto:LINN_Naing_Win@bca.gov.sg">LINN_Naing_Win@bca.gov.sg</a> /<br/><a href="mailto:Patrick_poh@bca.gov.sg">Patrick_poh@bca.gov.sg</a>)</p> | <p>Applying for (please tick):</p> <p><input type="checkbox"/> Certified CONQUAS Manager</p> <p><input type="checkbox"/> Certified Quality Mark Manager</p> <p><input type="checkbox"/> Renewal of Certification</p> <p>(Certificate No: *QMM/CQM _____ / _____)<br/>(Please indicate your certificate number for renewal application)</p>   |   |
| A  | <p>Personal Particulars</p> <p>1 Full Name (as in NRIC/Passport/Employment Pass/Work Permit in BLOCK letters):<br/>*Dr/Mr/Mrs/Miss/Mdm: _____ Chinese characters: _____<br/>(Underline surname) (if applicable)</p> <p>2 Identification No: _____ Nationality: _____ Race: _____<br/>*(NRIC/Malaysian IC/Passport/Work Permit – last 3 digits and alphabet)</p> <p>3 Date of Birth: ____ / ____ / ____ State &amp; Country of Birth: _____ Sex: *M/F<br/>Day Month Year</p> <p>4 Telephone No: _____ (Home) _____ (Office) _____ (Mobile)<br/>Email: _____</p> <p>5 Home Address in Singapore:<br/>_____<br/>_____</p> |   |
| B  | <p>Educational / Professional Qualifications Attained and Industrial Training (eg. Certified QM/CONQUAS Manager Course, CONQUAS<sup>®</sup> Training and Good Industry Practices Workshops, etc.) Completed. <i>For renewal of certification, please fill in only new qualifications attained and training completed after award of initial certification.</i> [Please complete APPENDIX 1]<br/><b># Scanned copies of academic qualifications and course certificates <u>must</u> be submitted together with this email application.</b></p>  |   |

|   |  |
|---|--|
| C | <p>Details of Current and Past Sites and Management Experience. <i>For renewal of certification, please fill in only details of past three years preceding the expiry of certificate.</i> [Please complete APPENDIX 2]<br/>                 # Scanned copies of Letter of employment from current and previous company <u>must</u> be submitted together with this email application.</p>  |
| D | <p>Current Employment</p> <p>1 Name of Current Employer : _____</p> <p>2 Office Address: _____</p> <p>3 Appointment/Designation: _____ Date Joined Company: _____<br/>                 (Month/Year)</p>  |
| E | <p>Declaration</p> <p>a) I hereby declare that all the particulars and information given in this form and the appendices attached are true and accurate.<br/>                 b) I understand that the application will be disqualified if any information given is found to be untrue.<br/>                 c) I accept that BCA reserves the right to accept or reject the application for whatever reason.<br/>                 d) I give my consent for BCA to obtain and verify information from or with any source as BCA deem appropriate for the assessment of this application.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant <span style="float: right;">_____</span><br/>                 Date</p> |

**Note:**

- *Incomplete application will be rejected.*
- *The CQMM/CCQM/CQMS/CCQS Registry reserves the right to review the registration status of the registered applicants from time to time.*
- *The CQMM/CCQM/CQMS/CCQS Registry may investigate complaints received by obtaining inputs from the registered applicant and/or parties (if any) relating to the complaint. The outcome of such investigation will be communicated to the registered applicant via email.*
- *The CQMM/CCQM/CQMS/CCQS Registry may de-register an applicant from the register if the applicant fails to fulfil the registration requisites or fails to demonstrate / provide good professional service and conduct.*
- *The Certificate of Registration is the property of the CQMM/CCQM/CQMS/CCQS Registry and must be surrendered to the CQMM/CCQM/CQMS/CCQS Registry whenever the registered applicant is debarred or terminated or de-registered.*
- *The CQMM/CCQM/CQMS/CCQS Registry is not bound to accept any application notwithstanding that the applicant may have complied with the minimum requirements as set forth in this form. Furthermore, the applicant is also deemed to accept that the CQMM/CCQM/CQMS/CCQS Registry is not bound to assign any reasons for rejecting applications or de-registering an applicant from the CQMM/CCQM/CQMS/CCQS Registry*

- *Disclaimer – The registration of the CQMM/CCQM/CQMS/CCQS should not be taken as any endorsement or acceptance by BCA of the CQMM/CCQM/CQMS/CCQS's performance. BCA expressly disclaims any liability arising out of or in connection with reliance or otherwise on the registration of a CQMM/CCQM/CQMS/CCQS.*

## 1. Certification Criteria for Certified CONQUAS Manager and Certified Quality Mark Manager

The certification criteria for a Certified CONQUAS Manager (CCQM) and Certified Quality Mark Manager (CQMM) are as shown below:

| Criteria  | Certified CONQUAS Manager (CCQM)   | Certified Quality Mark Manager (CQMM)  |
|---|--|--|
| <b>Academic Qualifications</b>  | Possess any <b>ONE</b> of the following recognized qualifications:- <ul style="list-style-type: none"> <li>• University Degree or equivalent; or</li> <li>• Polytechnic Diploma or equivalent</li> </ul> |  |
| <b>Minimum years of construction related experience</b>                             | 5 years for Degree holders and 8 years for Diploma holders   |  |
| <b>Position/Designation</b>   | Engineer, Architect, Project Manager or above  |  |
| <b>Attended/Passed the courses##</b>  | 1. CONQUAS training workshop for Developers/Consultants/Builders or customized CONQUAS training workshop<br>2. Certified QM/CONQUAS Manager course   |  |
| <b>Completed Good Industry Practices Guide workshops##</b>                          | At least <b>3</b> trades<br>[compulsory trade: Waterproofing to Internal Wet Areas]  | At least <b>6</b> trades<br>[compulsory trades: Waterproofing to Internal Wet Areas, Aluminium Windows, Marble/Granite/Ceramic Tiling (counted as 2 trades) and Timber Flooring] |
| <b>Minimum CONQUAS projects completed</b>   | 2  | 2  |
| <b>Minimum Quality Mark projects completed</b>                                      | Not necessary  | 2  |
| <b>Minimum CONQUAS score for at least 1 project completed in or after year 2004</b> | 87 points<br>(82 points <sup>^</sup> )   | 90 points  |

## For more details on the courses, please refer to [www.bcaa.edu.sg](http://www.bcaa.edu.sg)

<sup>^</sup> This refers to the architectural score for overseas applications

## 2. Maintaining Certification

Certificates issued are valid for 3 years only. Application for renewal should be submitted at least 2 months before the expiry of the certificate. The renewal criteria for a Certified CONQUAS Manager (CCQM) and Certified Quality Mark Manager (CQMM) are as shown below:

|   | Certified CONQUAS Manager (CCQM)        | Certified Quality Mark Manager (CQMM) |
|---|---|---------------------------------------|
| <b>Minimum CONQUAS score for at least 1 project in the 3 years preceding the expiry date of the certificate</b> | 85 points<br>(80 points <sup>^^</sup> ) | 88 points <sup>**</sup>               |

<sup>\*\*</sup>If the score is between CQMM and CCQM requirements, certification will be renewed as Certified CONQUAS Manager.

<sup>^^</sup> This refers to the architectural score for overseas certificate renewal

### 3. Recognition of Certified CONQUAS Manager and Certified Quality Mark Manager

CONQUAS 8<sup>th</sup> Edition onwards award bonus point to projects that employ CCQM/CQMM personnel subject to requirements as specified. Please refer to the CONQUAS manual for details. **APPENDIX 1**

| Educational / Professional Qualifications Attained and Industrial Training (eg. Certified QM/CONQUAS Manager Course, CONQUAS <sup>®</sup> Training and Good Industry Practices Workshops, etc.) Completed. <i>For renewal of certification, please fill in only new qualifications attained and training completed after award of initial certification.</i> |                     |                                 |    |
|--|---------------------|---------------------------------|----|
| #Academic / Professional Qualifications and Industrial Training as detailed in Certificates<br><i>(If space is insufficient, please use extra sheets of paper)</i>   | Name of Institution | Duration of Course (DD/MM/YYYY) |    |
|  |                     | From                            | To |
| <i>Academic Qualifications (e.g. Postgraduate, Degree, Diploma, etc):</i>  |                     |                                 |    |
| *CONQUAS training workshop for Developers/ Consultants / Builders or *customized CONQUAS training  | BCA Academy         |                                 |    |
| Certified QM/CONQUAS Manager course  | BCA Academy         |                                 |    |
| <i>Good Industry Practices Guide workshops:</i>  | BCA Academy         |                                 |    |
| Waterproofing to Internal Wet Areas  |                     |                                 |    |
| Marble/Granite/Ceramic Tiling  |                     |                                 |    |
| Aluminium Windows  |                     |                                 |    |
| Timber Flooring  |                     |                                 |    |
| Painting   |                     |                                 |    |
| Waterproofing to External Wall   |                     |                                 |    |
| Timber Doors, Wardrobe & Kitchen Cabinet   |                     |                                 |    |
| Drywall Installation including Wet Areas Application   |                     |                                 |    |
| <i>Any other qualifications/training:</i>  |                     |                                 |    |

# Scanned copies of academic qualifications and course certificates must be submitted together with this email application.

**APPENDIX 2**

**DETAILS OF CURRENT AND PAST SITES AND MANAGEMENT EXPERIENCE**

(For new application, please fill in details of past 5/8years)

(For renewal of certification, please fill in only details of past 3 years)

| Date<br>(From & To) | 1. Name and Cost of Project<br><br>2. Title of position held and describe in detail the management experience in areas like design, construction, handing-over, etc., and degree of responsibilities in each engagement<br><br><i>(If space below is insufficient, please use extra sheets of paper)</i> | # Name & Address of Employer | CONQUAS Score of Project | QM Project? (Y/N) |
|---------------------|--|------------------------------|--------------------------|-------------------|
|                     |  |                              |                          |                   |

# Scanned copies of Letter of employment from current and previous company must be submitted together with this email application.

\* Delete where appropriate  
CCQM/CQMM\_30 Nov 2020