

Ref : HYD 4/1/10

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20 June 2003

Highways Department Technical Circular No. 5/2003

Guidelines on Qualification and Experience Requirements  
of Contractor's Surveyor in Highway Projects

1. Introduction

1.1 Works contracts for highway projects usually contain "surveyor" clauses in the particular specifications to specify the various requirements of the Contractor's surveyor for carrying out the setting-out work. The "surveyor" clauses are imposed to substitute, amplify or supplement the standard "surveyor" clauses in the "General Specifications for Civil Engineering Works". Due to different works requirements, engineers have to evaluate the nature and importance of survey work involved in each project and to consult the Chief Land Surveyor of Highways Department as appropriate before deciding on the various requirements of the Contractor's surveyor in preparing the tender document. This circular provides guidelines on the academic/professional qualification and experience requirements of the Contractor's surveyor and applies to both in-house and consultant administered highway projects.

1.2 This circular updates and supersedes HyDTC No. 8/2001 which is hereby cancelled.

2. The Guidelines

2.1 The guidelines in paragraph 2.2 give the minimum academic/professional qualification and experience requirements of the Contractor's surveyors to be specified in works contracts to ensure that the Contractor's surveyor is technically competent for the survey work and the services provided meet an acceptable standard.

2.2 The minimum qualification and experience requirements of the Contractor's surveyor are recommended as follows:

<u>Estimated Contract Value or Type</u>	<u>Minimum Qualification and Experience Requirements</u>
Road works under \$5M	Vocational Certificate in Land or Engineering Surveying from the Hong Kong Institute of Vocational Education or equivalent, plus a minimum of 1 year of experience appropriate to the nature of the survey work included in the Contract.
Road works from \$5M to less than \$15M, OR Term Contracts for maintenance	Certificate/Diploma in Land or Engineering Surveying from the Hong Kong Polytechnic University or equivalent, plus a minimum of 1 year of experience appropriate to the nature of the survey work included in the Contract.
Road works from \$15M to less than \$50M	Higher Certificate/Higher Diploma in Land Surveying or Geomatics from the Hong Kong Polytechnic University or equivalent, plus a minimum of 1 year of experience appropriate to the nature of the survey work included in the Contract, OR

Certificate/Diploma in Land or Engineering Surveying from the Hong Kong Polytechnic University or equivalent, plus a minimum of 3 years of experience appropriate to the nature of the survey work included in the Contract.

Road works from \$50M to \$500M Degree in Surveying and Geo-informatics from the Hong Kong Polytechnic University or equivalent (local or overseas), plus a minimum of 2 years of experience appropriate to the nature of the survey work included in the Contract, OR Higher Certificate/Higher Diploma in Land Surveying or Geomatics from the Hong Kong Polytechnic University or equivalent (local or overseas), plus a minimum of 4 years of experience appropriate to the nature of the survey work included in the Contract.

Road works over \$500M Membership of the Hong Kong Institute of Surveyors in the Land Surveying Division or equivalent (local or overseas), plus a minimum of 3 years of experience appropriate to the nature of the survey work included in the Contract.

2.3 Engineers may impose additional requirements in qualification and/or experience commensurate with the complexity of the survey work included in the Contract. However, engineers should only relax the minimum requirements in qualification and/or experience with strong justifications and after consultation with the Chief Land Surveyor of Highways Department.

2.4 Consultants making reference to these guidelines are reminded that they are fully responsible for making

judgements and imposing suitable additional requirements to meet their surveying need. Reference to these guidelines does not release the consultant's responsibility in providing adequate surveying services to the standard as stipulated in the consultancy agreement.

3. Particular Specification Clauses

- 3.1 With immediate effect, for all new contracts where there is a requirement for Contractor's Surveyors, the particular specification clauses in Appendix A shall be incorporated into the tender documents prior to the contract being put to tender.

(Original signed)

( MAK Chai-kwong )  
Director of Highways

Particular specification clause on Contractor's surveyor

1.09 (1A) The Contractor shall submit for the approval of the Engineer within 7 days of the date for commencement of the Works the following particulars of his proposed surveyor:

Name in English and Chinese  
Qualifications with dates of courses and diplomas, degrees etc (whichever applicable), together with certified true copies of certificate; and  
past experience with contract titles, positions held with dates, together with copies of any documentary proof.

(2S) The Contractor's surveyor shall possess a qualification and experience requirements).

(3) The Engineer shall not carry out any checking of the setting out work performed by the Contractor until the Contractor's surveyor or his subsequent replacement is approved.

(4) The Engineer shall have the authority to withdraw the approval of the Contractor's surveyor and to require the Contractor to replace him. Upon notification of replacement of the Contractor's surveyor, the Engineer shall not carry out any further checking of the setting out work performed by the Contractor until the replacement is approved.

(5) The Contractor's surveyor shall be authorised to receive from the Engineer all survey data relevant to the Contract. The Contractor's surveyor shall be available on Site for this purpose and/or attending the site meetings when required by the Engineer.

(6) The Contractor shall give at least 24 hours' notice to the Engineer when making a request for checking of the survey work. In case the checking of the survey work is required to be carried out on General Holiday or on the day immediately following the General Holiday, the Contractor must give at least 24 hours prior notice before the commencement of the General Holiday.

\* (7) The Contractor's surveyor shall be full time on Site during the Contract.

\* Note : Clause (7) applies only to road works contract above \$50M.