

THE SINGAPORE CONTRACTORS ASSOCIATION LTD

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This form may take you 30 minutes to complete. Please submit form by email to accreditation@scal.com.sg

CERTIFIED QUALITY MARK/CONQUAS MANAGER APPLICATION/RENEWAL FORM

CONQUAS®

Affix a recent passport
size colour
photograph here

Application for (please tick):-

- Certified CONQUAS Manager
- Certified Quality Mark Manager
- Renewal of Certification

Certificate No: *QMM/CQM _____/_____ (please indicate your certificate number for renewal application)

A. PERSONAL PARTICULARS

1.	Full Name (as in NRIC/Passport/Employment Pass/Work Permit in BLOCK letters) *Dr/Mr/Mrs/Miss/Mdm: _____ Chinese characters _____ Underline surname if applicable
2.	Identification No: _____ Nationality: _____ Race: _____ (*NRIC/Malaysian IC/Passport/Work Permit – last 3 digits and alphabet)
3.	Date of Birth: ___/___/___ State & Country of Birth: _____ Sex: *M/F Day Month Year
4.	Telephone No: _____ (Home) _____ (Office) _____ (Mobile) Email: _____
5.	Home Address in Singapore: _____ _____

B. EDUCATIONAL / PROFESSIONAL QUALIFICATIONS

<p>Educational / Professional Qualifications attained and Industrial Training (eg: Certified QM/CONQUAS Manager Course CONQUAS® 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. [Please complete APPENDIX 1]</i></p> <p><i># Scanned copies of academic qualifications and course certificates <u>must be</u> submitted together with this email application.</i></p>
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C. DETAILS OF CURRENT AND PAST SITES AND MANAGEMENT EXPERIENCE

Details of current and past sites and management experience. *For renewal of certification, please fill in only details of past three years preceding the expiry of certificate [Please complete APPENDIX 2]*

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

D. CURRENT EMPLOYMENT

1. Name of Current Employer: _____

2. Office Address: _____

3. Appointment/Designation: _____ Date Joined Company: _____
 (month/year)

(# For a new application, please submit scanned copies of letters of employment of your current employer and all previous employers. For renewal of certification, please submit a scanned copy of letter of employment of your current employer.)

E. DECLARATION

- I hereby declare that all the particulars and information given in this form and the appendices attached are true and accurate.
- I understand that the application will be disqualified if any information given is found to be untrue.
- I accept that SCAL reserves the right to accept or reject the application for whatever reason.
- I give my consent for SCAL to obtain and verify information from or with any source as SCAL deem appropriate for the assessment of this application.

Signature of Applicant _____
Date

- *Incomplete application will be rejected.*
- *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 application 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 SCAL of the CQMM/CCQM/CQMS/CCQS's performance. SCAL expressly disclaims any liability arising out of or in connection with reliance or otherwise on the registration of a CQMM/CCQM/CQMS/CCQS.

* Delete where appropriate

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 shown as below:-

Criteria	Certified CONQUAS Manager (CCQM)	Certified Quality Mark Manager (CQMM)
ACADEMIC QUALIFICATIONS	Possess any ONE of the following recognized qualifications:- <ul style="list-style-type: none"> • University Degree or equivalent; or • Polytechnic Diploma or equivalent 	
MINIMUM YEARS OF CONSTRUCTION RELATED EXPERIENCE	5 years for Degree holders and 8 years for Diploma holders	
POSITION / DESIGNATION	Engineer / Architect / Project Manager or above	
ATTENDED/PASSED THE COURSES ##	1. CONQUAS training workshop for Developers / Consultants / Builders or customised CONQUAS training workshop 2. Certified QM/CONQUAS Manager course	
COMPLETED GOOD INDUSTRY PRACTICES (GIP) GUIDE WORKSHOPS ##	At least 3 trades Compulsory trade Waterproofing to Internal Wet Areas	At least 6 trades Compulsory trades Waterproofing to Internal Wet Areas Aluminium Windows Marble/Granite/Ceramic Tiling (counted as 2 trades) Timber Flooring
MINIMUM CONQUAS PROJECTS COMPLETED	2	2
MINIMUM QUALITY MARK PROJECTS COMPLETED	Not necessary	2
MINIMUM CONQUAS SCORE FOR AT LEAST 1 PROJECT COMPLETED IN OR AFTER YEAR 2004	87 points (82 points [^])	90 points

For more details on the courses, please refer to www.bcaa.edu.sg

[^] This refers to the architectural score for overseas applications

2. MAINTAINING CERTIFICATION

Certificates issued are valid for three (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)
MINIMUM CONQUAS SCORE FOR AT LEAST 1 PROJECT COMPLETED IN THE 3 YEARS PRECEDING THE EXPIRY DATE OF THE CERTIFICATE	85 points (80 points ^{^^})	88 points ^{**}

^{**} If the score is between CQMM and CCQM requirements, certification will be renewed as Certified CONQUAS Manager.

^{^^} This refers to the architectural score for overseas certificate renewal.

* Delete where appropriate

3. RECOGNITION OF CERTIFIED CONQUAS MANAGER AND CERTIFIED QUALITY MARK MANAGER

CONQUAS 8th 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® Training and Good Industry Practices Workshops etc) Completed. For renewal of certification, please fill in only new qualifications attained and training completed after award of initial certification.			
# ACADEMIC / PROFESSIONAL QUALIFICATIONS AND INDUSTRIAL TRAINING AS DETAILED IN CERTIFICATES (If space is insufficient, please use extra sheets of paper)	NAME OF INSTITUTION	Duration of Course (DD/MM/YYYY)	
		From	To
ACADEMIC QUALIFICATIONS (eg: Postgraduate, Degree, Diplomas, etc)			
*CONQUAS TRAINING WORKSHOP FOR DEVELOPERS/CONSULTANTS/BUILDERS or *CUSTOMISED CONQUAS TRAINING	BCA Academy		
Certified QM/CONQUAS Manager course	BCA Academy		
GOOD INDUSTRY PRACTICES GUIDE WORKSHOPS:-	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			
Any other qualifications/training:			

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

* Delete where appropriate

4. DETAILS OF CURRENT AND PAST SITE SUPERVISION EXPERIENCE

- For new application, please fill in details of past 5/8 years
- For renewal of certification, please fill in only details of past 3 years

APPENDIX 2

Date (From & To)	1. Name and Cost of Project 2. Title of position held and describe in detail types of structural and/or architectural workers supervised and degree of responsibilities in each engagement <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)

For a new application, please submit CONQUAS project score certificates for all projects listed above, and scanned copies of letters of employment of your current employer and all previous employers. For renewal of certification, please submit CONQUAS project score certificates for all projects listed above and a scanned copy of letter of employment of your current employer.