

**ENVIRONMENTAL PROTECTION DEPARTMENT**

**CONSULTANT'S PROFILE**

AUTHORISATION

I hereby authorise the Environmental Protection Department (EPD) to use the information \*I/my Company have provided in my Consultant's Profile proforma, and any other information \*I/my Company have provided to the EPD for the purposes of updating the EPD's Directory of Environmental Consultants (the Directory) which will be used, amongst other purposes, as a source of information for longlisting or shortlisting of consultants for EPD's projects <sup>Note 1 in Annex</sup>.

Signed for and on behalf of: \_\_\_\_\_

Signatory, Name & Position: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Chop

This proforma should be returned to :

Environmental Protection Department  
4/F, East Wing  
88 Victoria Road  
Kennedy Town  
Hong Kong

Tel: (852)28721780

Fax: (852)31215780

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\* Delete as appropriate.

*Please refer to the notes at Annex for completing this proforma. Please inform the Environmental Protection Department for updating the Directory of Environmental Consultants as soon as possible if there is any change of information contained in this proforma.*

1. **NAME OF FIRM/COMPANY**

2. **CONTACT INFORMATION**

Address :

Telephone No. :

Fax No. :

E-mail Address <sup>Note 3</sup> :

Internet Homepage Address :

3. **RESIDENT PARTNER(S) / REPRESENTATIVE(S)**

Name : Title :

Name : Title :

Name : Title :

4. **BUSINESS REGISTRATION NUMBER**

5. **NAME & ADDRESS OF PARENT AND/OR ASSOCIATE COMPANY**

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\* Delete as appropriate.

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6. **DO YOU HAVE ISO 9000 CERTIFICATION ?** <sup>Note4</sup>:

Yes / No \*

If the answer is "Yes", please gives details below.

**Certificate number and date of issue of the Certificate:**

(Please provide a copy of the Certificate)

**Scope of certification (include any areas/aspects which your quality system specifically excluded) :**

**Name of certifying body (with contact address):**

7. **DO YOU HAVE ISO 14001 CERTIFICATION ?** <sup>Note5</sup>:

Yes / No \*

If the answer is "Yes", please gives details below.

**Certificate number and date of issue of the Certificate:**

(Please provide a copy of the Certificate)

**Scope of certification (include any areas/aspects which your quality system specifically excluded) :**

**Name of certifying body (with contact address):**

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\* Delete as appropriate.

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**8. SERVICES AVAILABLE AND ASSOCIATED STAFF RESOURCES** <sup>Note 6</sup>

Please provide staff resources with respect to number of Professional Staff under each category of services in the following table. For definition of the data requested and the purpose of collecting the information, please refer to **Notes 6**:

Category of Services	Service Available (Y/N)	No. of Prof. Staff in Hong Kong	No. of Prof. Staff Overseas
<b>S1. Air Pollution</b>			
<b>S2. Chemical Waste</b>			
<b>S3. Energy Management</b>			
<b>S4. Environmental Audit/Environmental Management System Service</b>			
<b>S5. Environmental Impact Assessment</b>			
<b>S6. Environmental Noise</b>			
<b>S7. Greenhouse Gas Management Services</b>			
<b>S8. Hazard Assessment</b>			
<b>S9. Laboratory Services</b>			
<b>S10. Landscape and Visual Assessment</b>			
<b>S11. Liquid Waste</b>			
<b>S12. Procurement/Contract Strategy</b>			
<b>S13. Solid Waste</b>			
<b>S14. Urban &amp; Regional Planning and Design</b>			
<b>S15. Other Services Related to Environmental Work (Please list)</b> a b c d e..... etc  Subtotal - S15			
<b>Total Number of Professional Staff</b> (S1 to S15, but may not be a simple summation of S1 – S15)			
<b>Total Number of Technical Staff</b>			

\* Delete as appropriate.

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**9. BRIEF DESCRIPTION OF SERVICES AVAILABLE**

For each category of services available, please give, in no more than 150 words, a brief description of consulting service offered and areas of special expertise available. Please use additional pages and attach to this proforma if the space provided below is not sufficient.

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\* Delete as appropriate.

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## **10. CONSENT TO RELEASE OF INFORMATION**

We would\* / would not\* like to give consent to Environmental Protection Department to release the information below in respect of the following arrangements: (a) uploading the information onto EPD's Internet Homepage for access by any Internet user; and (b) releasing the information to any Government department, organization, company or general public upon request.

- Name of Firm/Company;
- Telephone Number;
- Fax Number;
- Internet Homepage Address
- Categories of Services Offered;
- Brief Summaries of Services Offered (for enquiry only, not to be posted on EPD's Internet Homepage).

## **11. SMALL CONSULTING FIRM**

I hereby declare that my/our firm satisfies\* / does not satisfy\* all the below requirements of "small consulting firm" as stipulated in Environment, Transport and Works Bureau Technical Circular (Works) No. 45/2002 "Procedures in the Selection of Consultants for Small Consultancy Assignments":

- (a) A consulting firm is considered to be small if it has a total of 10 or less works-related professional staff, for example, engineers, architects, surveyors, planners and landscape architects. At least half of the professional staff must be Hong Kong-registered professionals or corporate members of Hong Kong professional institutions in the appropriate disciplines. For a joint venture, it will be considered as small if the total number of works-related professional staff in all firms of the joint venture is 10 or less.
- (b) The consulting firm shall be registered and maintain an active office in Hong Kong.

\* Please delete as appropriate

**- End of Proforma -**

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\* Delete as appropriate.

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## Notes to EPD's Consultant's Profile Proforma

1. The information collected by this proforma will be used for the purpose of updating the EPD's Directory of Environmental Consultants (the Directory) which will be used as a source of information for longlisting or shortlisting of consultants for EPD's projects. The Directory will also be used for other purposes, such as policy consultation or distributing EPD's information etc., as deemed appropriate by EPD. For those consultants who have given written consent to EPD under Item 10, the contact information will also be posted on EPD's Internet Homepage or released to any Government department/ organization/ company/general public upon request. It should be noted, however, that the inclusion of any consultants into the Directory does not in any way imply recommendation or approval by the HKSAR Government and the non-inclusion of any consultants should not be construed as disapproval by the HKSAR Government.
2. Please inform the Environmental Protection Department for updating the Directory as soon as possible if there is any change of information.
3. For consultancies under the purview of the Engineering and Associated Consultants Selection Board (EACSB), documents for inviting expressions of interest with a total file size not exceeding 4MB will be sent to the e-mail addresses of the invited consultants through Internet. For details, please refer to the Works Bureau Technical Circular No. 17/2001 at <http://www.devb.gov.hk/filemanager/technicalcirculars/en/upload/155/1/wb1701.pdf>.
4. Consultants are required to have ISO9000 certification for consultancy agreements approved by the EACSB. For details, please refer the Works Bureau Technical Circular No. 13/2001 at <http://www.devb.gov.hk/filemanager/technicalcirculars/en/upload/158/1/wb1301.pdf>.
5. ISO14001 certification is currently not a mandatory requirement for securing projects with EPD.
6. The information on staff resources requested in Item 8 of this proforma is in line with the EACSB's Consultant's Profile Proforma in Appendix 2.1 of the EACSB Handbook (accessible through <http://www.cedd.gov.hk/eng/publications/handbook/index.htm>) except that the categories of services available are specific to environmental work. The information will be referred, amongst others, in selection of consultants for small consultancy agreement. For details, please refer to ETWB Technical Circular No. 45/2002 - Procedures in the Selection of Consultants for Small Consultancy Assignments at <http://www.devb.gov.hk/filemanager/technicalcirculars/en/upload/119/1/C-2002-45-0-1.pdf>.  
For completing the table, please note the followings:
  - A professional staff member is defined as a person who is a corporate member/possesses the qualification and experience required for acquiring the corporate membership of an institution relevant to his/her particular field of expertise.
  - The same staff may be shown against more than one Service. Where this is the case please indicate both the number of staff qualified for the particular Service and (in brackets) the number who have also been included against other Services.

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\* Delete as appropriate.

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e.g. Environmental Impact Assessment 10(8) means 10 professional staff are suitably qualified to undertake Environmental Impact Assessment and 8 of these are also qualified to undertake other services.

7. With effect from 19 June 1997, the Air Pollution Control Ordinance requires that only asbestos professionals registered under the Ordinance can carry out works involving asbestos. The duty of the registered asbestos professional is to ensure that asbestos work is carried out conforming to the requirements and procedures described in the code of practice published under the law. For details regarding the registration as asbestos professionals under the Ordinance, please contact:

Territorial Control Office  
Environmental Protection Department  
24/F, Southorn Centre  
130 Hennessy Road  
Wan Chai  
Hong Kong  
Tel: (852)28351420 Fax: (852)28349960

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