

# 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](mailto:accreditation@scal.com.sg). Do note that applications may take up to 6 weeks to be processed.***

## CERTIFIED QUALITY MARK/CONQUAS SUPERVISOR APPLICATION/RENEWAL FORM

CONQUAS®

Application for (please tick):-

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

Affix a recent  
passport size  
colour  
photograph here

Certificate No: \*QMS/CQS \_\_\_\_\_ / \_\_\_\_\_ (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: _____ (*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**

	<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 [Please complete APPENDIX 2]</i></p> <p># Scanned copies of academic qualifications and course certificates must be submitted together with this email application.</p>
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**D. CURRENT EMPLOYMENT**

	<p>1. Name of Current Employer: _____</p> <p>2. Office Address: _____</p> <p>3. Appointment/Designation: _____ Date Joined Company: _____  <span style="float: right;">(month/year)</span></p> <p><small>(# 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.)</small></p>
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**E. DECLARATION**

	<ul style="list-style-type: none"> <li>• I hereby declare that all the particulars and information given in this form and the appendices attached are true and accurate.</li> <li>• I understand that the application will be disqualified if any information given is found to be untrue.</li> <li>• I accept that SCAL reserves the right to accept or reject the application for whatever reason.</li> <li>• 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.</li> </ul> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Signature of Applicant</i> <span style="margin-left: 200px;"><i>Date</i></span></p>
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- *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. BCA 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 SUPERVISOR AND CERTIFIED QUALITY MARK SUPERVISOR**

The certification criteria for a Certified CONQUAS Supervisor (CCQS) and Certified Quality Mark Supervisor (CQMS) are shown as below:-

Criteria	Certified CONQUAS Supervisor (CCQS)	Certified Quality Mark Supervisor (CQMS)
<b>ACADEMIC QUALIFICATIONS</b>	Possess any ONE of the following recognized qualifications:- <ul style="list-style-type: none"> <li>• WDA Employability Skills System Level 5 in Literacy and Numeracy (WPLN 5); or</li> <li>• 2 GCE "O" levels in English (G1-8) and Mathematics (G1-8); or</li> <li>• 2 GCE "N" levels in English (G1-5) and Mathematics (G1-5); or</li> <li>• CITI Advanced Builder Certificate; or</li> <li>• National Building Qualification (NBQ) in Project Supervision; or</li> <li>• Construction Trade Foreman Certificate</li> </ul>	
<b>MINIMUM YEARS OF CONSTRUCTION RELATED EXPERIENCE</b>	5 years	
<b>POSITION / DESIGNATION</b>	Foreman/Supervisor or above	
<b>ATTENDED/PASSED THE COURSES ##</b>	CONQUAS training workshop for Developers / Consultants / Builders or customised CONQUAS training workshop	
<b>COMPLETED GOOD INDUSTRY PRACTICES (GIP) GUIDE WORKSHOPS ##</b>	At least <b>3</b> trades <u>Compulsory trade</u> Waterproofing to Internal Wet Areas	At least <b>6</b> trades <u>Compulsory trades</u> Waterproofing to Internal Wet Areas Aluminium Windows Marble/Granite/Ceramic Tiling (counted as 2 trades) Timber Flooring
<b>MINIMUM CONQUAS PROJECTS COMPLETED</b>	2	3
<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 (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 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 Supervisor (CCQS) and Certified Quality Mark Supervisor (CQMS) are as shown below:

	Certified CONQUAS Supervisor (CCQS)	Certified Quality Mark Supervisor (CQMS)
<b>MINIMUM CONQUAS SCORE FOR AT LEAST 1 PROJECT COMPLETED IN THE 3 YEARS PRECEDING THE EXPIRY DATE OF THE CERTIFICATE</b>	85 points	88 points**

\*\* If the score is between CQMS and CCQS requirements, certification will be renewed as Certified CONQUAS Supervisor.

**3. RECOGNITION OF CERTIFIED CONQUAS SUPERVISOR AND CERTIFIED QUALITY MARK SUPERVISOR**

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

**APPENDIX 1**

<b>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.</b>			
<b># ACADEMIC / PROFESSIONAL QUALIFICATIONS AND INDUSTRIAL TRAINING AS DETAILED IN CERTIFICATES (If space is insufficient, please use extra sheets of paper)</b>	<b>NAME OF INSTITUTION</b>	<b>Duration of Course (DD/MM/YYYY)</b>	
		From	To
<b>ACADEMIC QUALIFICATIONS</b> (eg: Diplomas, GCE O Level, GCE N Level, WPLN, NBQ etc)			
<b>*CONQUAS TRAINING WORKSHOP FOR DEVELOPERS/ CONSULTANTS/BUILDERS or *CUSTOMISED CONQUAS TRAINING</b>	BCA Academy		
<b>GOOD INDUSTRY PRACTICES GUIDE WORKSHOPS:-</b> Waterproofing to Internal Wet Areas	BCA Academy		
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 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.