SME Development Fund (SDF)/
Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)
(Organisation Support Programme) (OSP)

Final Report on Approved Project

Project ref. no.   : D13 004 003

Project title   : To upgrade the QMS personnel certification scheme of Hong Kong Institution of Certified Auditors (HKICA) in compliance with ISO/IEC 17024 for international accreditation

Period covered   : From 1 Sept 2014   to 31 August 2016
                              (dd/mm/yy)   (dd/mm/yy)

1. Project Details

(Please mark with "*" if any of the following project details is different from that in the project proposal appended to the project agreement.)

Project Summary (in about 150 words)

To encourage young professionals to choose certification as their career and keep abreast of recognition status and for healthy growth of the testing and certification industry, professionals from academia, government and private bodies have proactively established the Hong Kong Institution of Certified Auditors (HKICA) for professional certification auditors covering quality, environmental, laboratory and other management systems auditors in Hong Kong since 2006. As international city and trade centre, most of SME in Hong Kong has implemented ISO9000 QMS system demonstrating the commitment and confidence towards quality. For building industry, Minor Works Contractors are key players for building maintenance work. There is an imminent need for the minor works contractors to understand, participate and build up ISO9000 system; maintenance specific quality management training courses are necessary for safe construction of buildings. On the other hand, the increasing demand of system and product certification, a certification body being accredited and recognized mutually with overseas equivalent bodies is crucial to ensure professionalism of QMS certified auditors and quality of subsequent auditing. This project proposal is developed to seek funding to upgrade/establish and implement a personnel certification system in compliance with ISO/IEC 17024 for the Hong Kong Institution of Certified Auditors (HKICA) and to seek accreditation from China National Accreditation Services (CNAS) or overseas. It is anticipated that through the accredited system, certified auditors will gain equivalent status as other international schemes such as International Register of Certified Auditors (IRCA). This provides a benchmark for the expertise of existing certification personnel and upgrades their professional status. This scheme will also contribute to securing a steady supply of talented, committed manpower to the certification bodies, and promoting Hong Kong as QMS personnel certification centre for SE Asia auditing professional.

Project Objective(s) (in about 80 words)

- Upgrade the existing auditor management system of HKICA for system certification auditors in compliance with ISO/IEC 17024 international status.
- Develop a computer based Membership Management System for auditor certification/registration and a source for the testing and certification industry to select registered auditors
- Promote the certification scheme of the HKICA to local and overseas certification personnel and certification bodies
- Approve training organizations for providing courses complying requirements of certification criteria

Grantee/Collaborating Organisation/Implementation Agent

Grantee	:	Hong Kong Institution of Certified Auditors Limited
Collaborating Organisation(s)	:	Registered Minor Works Contractor Signatory Association Ltd. Hong Kong Association for Testing, Inspection and Certification Limited Hong Kong Concrete Institute Association of Construction Materials Laboratories Ltd. Castco Certification Services Limited Fugro Certification Services Limited
Implementation Agent(s)	:	N/A

Key Personnel

	Name	Company/Organisation	Tel No. & Fax No.
Project Co-ordinator :	Ir Dr Tommy Y LO	Hong Kong Institution of Certified Auditors Limited	2789 2389/ 2789 2390
Deputy Project Co-ordinator :	Ir Chun Wai PAK	Hong Kong Institution of Certified Auditors Limited	2789 2389/ 2789 2390

Project Period

	Commencement Date (day/month/year)	Completion Date (day/month/year)	Project Duration (No. of months)
As stated in project agreement	1 September 2014	29 February 2016	18 months
Revised (if applicable)	1 September 2014	31 August 2016	24 months

2. Summary of Project Results

Project Deliverables

(Please list out the project deliverables as stated in the project proposal appended to the project agreement and provide details related to the actual result achieved for each of them.)

	Project deliverable	Quantifiable target number (e.g. 100 participants)	Actual result achieved (e.g. 90 participants)	Reasons for not achieving the target, if applicable (e.g. The total number of registered participants was over 120. However, some of them did not show up eventually. Will strengthen promotion and try to make up for the shortfall in the following two seminars.)
a)	To draw up Certification Scheme for Auditors of Quality Management Systems (the Scheme) for compliance with ISO/IEC 17024.	1 scheme	1 scheme	Target achieved
b)	To set up an IT system for management of certified auditors under the Scheme, which enable online application, registration and payment.	1 system	1 system	Target achieved
c)	To set up a Secretariat to implement the Scheme, a Certification Board under the Secretariat to assess applications for certification, and an Appeal Board to review decisions of the Certification Board.	1 secretariat	1 secretariat	Target achieved
d)	After the Scheme is set up, to seek accreditation by CNAS.	Accreditation	Accreditation obtained	Target achieved
e)	After accreditation is obtained from CNAS, to seek mutual recognition status with the China Certification and Accreditation Association (CCAA).	Mutual recognition status	Mutual recognition obtained	Target achieved
f)	To organise one awareness seminar and two technical seminars	3 seminars	3 seminars	Target achieved

Details of the deliverables (e.g. date, duration, venue, speaker, topic discussed, etc.)

(Please list out in table format if necessary.)

Certification scheme for auditors was drawn up from January 2015 and finalised with continual modification in December 2015.

IT system for management of certified auditors under the Scheme which enable online application, registration and payment was commenced from March 2015 and finalised at May 2016 with continual modification,

Secretariat to implement the Scheme and Certification Board under the Secretariat to assess applications for certification, and an Appeal Board to review decisions of the Certification Board were established from December 2014 and May 2015 respectively.

Application was submitted to CNAS seeking accreditation in May 2015 and assessment by CNAS was conducted in March 2016 and accreditation was subsequently granted in June 2016.

Negotiation with CCAA for Mutual recognition with CCAA was commenced in May 2015 and the MoU was concluded and signed in August 2016

Awareness seminar was held in 2 December 2014 with over 80 participants. Technical seminars related to Quality Management were held in 20 June 2016 at the seminar room of Hong Kong Institution of Engineers with more than 100 participants from the engineering sector and 22 August 2016 at Eaton Hotel with about 80 participants.

Milestones (in chronological order)

(# Please indicate if the milestone is completed (C), deferred (D) or not achieved (N). If it is deferred, please indicate the revised completion date. For those milestones which are deferred or not achieved, please also provide the reasons under item 2.4.)

	Milestone (as set out in the approved project proposal appended to the project agreement)	Original target completion date	Revised completion date (if applicable)	Status (C/D/N) #
(a)	Organization of Project Steering Committee and one awareness seminar	30 October 2014	December 2014	D
(b)	Invitation and evaluation of consultant for establishment of quality management system	30 November 2014	January 2015	C
(c)	Working out of all the details of the quality management system, certification and approval criteria	31 May 2015	July 2015	D
(d)	Invitation and evaluation of consultant for design of Membership Management Software System	31 December 2014	March 2015	D
(e)	Develop a Membership Management Software System	31 Aug 2016	31 Aug 2016	C
(f)	Implementation of the established quality management system, application and preparation for accreditation	31 Aug 2016	31 Aug 2016	C
(g)	Promotion of the accreditation status of the HKICA and the certification scheme, liaison with stakeholders, organize technical seminars in the topics related to Quality Management and approval of training courses	31 Aug 2016	31 Aug 2016	C

Future Plan for Promoting the Project Deliverables (Nil if not applicable)

Nil