



### PART III – ITEMS AUDITED

Item	Compliance with Requirements			Remarks
	Yes	No.	N/A	
1. Staff				
2. History/standard of works				
3. Local Office				
4. ISO 9000 Certificate				

### PART IV – DETAILS OF NON-COMPLIANCE AND OTHER OBSERVATION

*[Finding of the audit to be included.]*

**PART V – GENERAL REMARKS, CONCLUSIONS AND RECOMMENDATIONS**

The consultant is / is not eligible to be admitted / remain in Group [ ] under [ ] Category of the List.  
*[Other general remarks, conclusions and recommendations can be added.]*

Audited by:

Signed:	_____	Signed	_____
Name of Auditor:	_____	Name of Auditor:	_____
Post:	_____	Post:	_____
Date:	_____	Date:	_____

Note on Items to be checked:

Details of the checking for each item is stated below for reference only, audit officers shall decide on the relevant aspects to be checked or include other aspects as appropriate.

Item	Details of the Checking
1. Staff	<p>(a) Whether the staff appeared in the consultant's application/ EACSB's record or staff claimed to have provided service for the Government could be found in the office at the time of audit and, if not, whether his/her working space could be found;</p> <p>(b) Whether the staff concerned could present relevant and valid academic /professional certificates, if there is any doubt;</p> <p>(c) Whether the consultant could present proof for full-time employment status of the staff concerned (e.g. payrolls, bank statements or MPF records);</p> <p>(d) Whether the staff concerned could present HKID Card / working visa;</p> <p>(e) Whether number of works related professional is below 15 (for Group 1 consultant only);</p> <p>(f) Whether there is prima facie staff at any ranks/grades working for the consultant's associated companies; and</p> <p>(g) If the consultant's application or EACSB's record need updating, whether the consultant's qualified professional staff resource has prima facie been reduced to below the minimum number required for the particular Group.</p>
2. History/ standard of works	<p>(a) Whether the consultant could present evidence of practicing in relevant discipline for the required number of years in past 5 years as at the date of audit and/or evidence of undertaking assignments for satisfying the admission criteria.</p>
3. Local Office	<p>(a) Whether local office is of reasonable size, suitably furnished and adequately equipped with appropriate drafting and computing facilities; and</p> <p>(b) Whether the consultant could present valid Business Registration Certificate.</p>
4. ISO 9000 Certificate	<p>(a) Whether the consultant could present a valid ISO 9000 Certificate covering the Service Category(ies) applied.</p>