

APPENDIX 4.19 STANDARD SPECIAL CONDITIONS OF EMPLOYMENT : REQUIREMENTS OF ISO 9000 CERTIFICATION

1. In accordance with WBTC No. 13/2001, consultants and contractors are required to obtain certification of their quality management systems in accordance with ISO 9001:2000 standard (subsequently updated as ISO 9001:2008 standard in DEVB's memo [ref. (025B1) in DEVB(W)520/83/01] dated 26 January 2010). Following the publication of ISO 9001:2015 standard on 15 September 2015, any existing certificates issued to ISO 9001:2008 shall no longer be valid three years after publication of the new standard, i.e. by 15 September 2018.

2. In view of the above, the Government will only accept ISO 9001: 2015 certificates on or after 15 September 2018.

Background

3. New contract provisions, which supersede the revised Appendix B as promulgated in DEVB's memo of 26 January 2010, are provided for immediate implementation.

Policy

4. The SCE at Annex A shall be incorporated into all consultancy agreements.

Special Conditions of Employment Clause
Requirement of ISO 9000 Certification

SCE 1 [Non-certified consultants]

- (1) Within three months of the award of this Agreement, the Consultant shall book with a certification body acceptable to the Employer, the date of audit for the ISO 9001:2015 certification; with detailed documented quality system procedures ready at the time of booking. If the Consultant is a joint venture, the certification audit referred to in this sub-clause shall mean that of the participant or shareholder whose quality system shall be implemented by the joint venture as specified in the declaration submitted with the expression of interest/consultancy proposal*.
- (2) Notwithstanding any other provision of this Agreement, compliance with sub-clause (1) of this Clause shall be a condition precedent to the Consultant's entitlement to any payment or any further payment as the case may be under this Agreement.
- (3) Sub-clauses (1) and (2) of this Clause are not applicable if the Consultant or, where the Consultant is a joint venture, its specified participant or shareholder has already obtained ISO 9001:2015 certification on or before the date of the award of this Agreement.

SCE 2 [Scope of Certification]

- (1) Within three months of the award of this Agreement, the Consultant shall apply to the relevant certification body for revision of its current scope of ISO 9001:2015 certification to cover site activities service; with detailed documented quality system procedures ready at the time of applying for revision. If the Consultant is a joint venture, the ISO 9001: 2015 certification referred to in this sub-clause shall mean the certification of the participant or shareholder whose quality system shall be implemented by the joint venture as specified in the declaration submitted with the expression of interest/consultancy proposal*.
- (2) Notwithstanding any other provision of this Agreement, compliance with sub-clause (1) of this Clause shall be a condition precedent to the Consultant's entitlement to any

payment or any further payment as the case may be under this Agreement.

(3) Sub-clauses (1) and (2) of this Clause are not applicable if:

(a) site activities service is not required to be provided by the Consultant under this Agreement; or

(b) the scope of ISO 9001:2015 certification of the Consultant or, where the Consultant is a joint venture, its specified participant or shareholder has already been revised by the relevant certification body to cover site activities service on or before the date of the award of this Agreement.

* Delete whichever inappropriate