

Construction Industry Council Green Product Certification

Certified Carbon Auditor

APPLICATION FORM

Part A – Personal Information

Title (Mr/Ms/Mrs/Dr/Ir/Prof/Sr):		Name (As shown on your HKID/Passport):	
		Surname	First Name
Chinese Name:		HKID / Passport No.:	
Company/Organisation Name:		Position:	
Correspondence Address:			
Telephone:		Fax:	Email:
Area(s) of Practice:	<input type="checkbox"/> Government / Quasi-government	<input type="checkbox"/> Supplier	
	<input type="checkbox"/> Private Developer	<input type="checkbox"/> Education / Research	
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Carbon Auditing / Verification	
	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other, specify:	

Part B – Qualification and Experience

Auditor Related Qualifications (Please tick as appropriate):

Eligibility: B1+B2 or B1+B3. Letter of Reference is only required for B3.

B1 – Certified Carbon Auditor Course		B3 – Relevant Experience
CIC GPC CCA Course	Certificate Number	
<input type="checkbox"/> CIC Awareness Training Course		
<input type="checkbox"/> CIC Auditor Training Course – Cement		
<input type="checkbox"/> CIC Auditor Training Course – Ready-mixed Concrete		
<input type="checkbox"/> CIC Auditor Training Course – Rebar & Structural Steel		
B2 – Other Relevant Certification		<input type="checkbox"/> ≥ 1-year experience in Carbon Footprint Auditing Please fill the <i>Letter of Reference</i> as in the Appendix
<i>The certificate should be obtained within the past five (5) years and remains valid</i>		
<input type="checkbox"/> ISO 14001 Certified Auditor		
Year Obtained & Valid Period:		
<input type="checkbox"/> Certified PAS 2050 Verifier		
Year Obtained & Valid Period:		
<input type="checkbox"/> Carbon Auditor Professional (CAP)		
Year Obtained & Valid Period:		
<input type="checkbox"/> Other Carbon or Auditor Qualification		
Please specify:		
Year Obtained & Valid Period:		

Please visit our website for more details. <https://cicgpc.hkgbc.org.hk/>

Note: Please attach copies of document proof of the qualification(s)

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Personal Data Collection Statement

1. The information you provide to Construction Industry Council (CIC) and Hong Kong Green Building Council (HKGBC), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of CIC/HKGBC.
2. To keep you informed of HKGBC activities and industry developments which may be of interest, HKGBC would like to use your personal data, including your name, phone number and correspondence address, to update you in relation to training course, registration, events and other aspects of its work and the construction industry.
3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.
4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to HKGBC at 1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong.

I do not wish to receive any information from CIC and HKGBC in relation to its activities or developments in the construction industry.

Declaration: I hereby declare that the above statements on this form are true, complete and correct.

Signature

Date

Official Use Only:

Certified Carbon Auditor Registration Certificate:

Effective Date:

Please return the completed form by email to cicgpc@hkgbc.org.hk or mail to:
HKGBC, 1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong

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..... LETTER OF REFERENCE

Part I – Job Reference

Please provide a description of your job functions/responsibilities related to carbon-auditing.
Please attach additional sheet if necessary.

Date (mm/yyyy to mm/yyyy)	Employer (Name and Address)	Description of carbon audit related projects and work performed

Part II – Letter of Employment Verification

I wish to confirm the above project experience and the following employment record of the application for Certified Carbon Auditor Certification. To be filled by the Referee:

Company/Organisation Name: _____

Address: _____

Name of the Referee: _____ Position of the Referee: _____

Telephone: _____ Relationship with the applicant: _____

The above named applicant was/is employed by our company from (mm/yyyy to mm/yyyy)
_____ to _____ and has held the following positions:

_____ Period: _____

_____ Period: _____

_____ Period: _____

I am personally familiar with the professional work of the applicant. YES NO

I confirm that the applicant's duties are consistent with what he/she described. YES NO

To the best of my knowledge, and our employment records, I hereby attest that the above information is true and correct.

Signature: _____

Date: _____

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..... **LETTER OF REFERENCE**

Part III – Letter of Client Verification

Please only fill in this section if you are self-employed. The following information verifies the Consultant / Contractor duties of the above applicant for Certified Carbon Auditor Certification.

To be filled in by the Client:

Company/Organisation Name: _____

Address: _____

Name of the Referee: _____ Position of the Referee: _____

Telephone: _____ Fax: _____ Email: _____

The above consultant/contractor (has) provided services to our company from (mm/yyyy to mm/yyyy)
_____ to _____.

Please describe in full the responsibilities of the applicant related to carbon-auditing. Attach additional sheet if necessary to answer fully.

Date (mm/yyyy to mm/yyyy)	Description of carbon audit related projects and work performed

To the best of my knowledge, I hereby attest that the above information is true and correct.

Signature: _____

Date: _____

Note to Applicant: Please provide employment verifications. Photocopies are acceptable.

Please return the completed form by email to cicgpc@hkgbc.org.hk or mail to:

HKGBC, 1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong