Union Internationale des Architectes • International Union of Architects

Professional Practice Information Notes

Note 5: Compilation of information on Architects Handbooks

This document has been prepared by the Professional Practice Commission of the International Union of Architects for the use and reference of UIA member sections in enhancing the practice of architecture.

It is intended to serve as an informational supplement to the policy issue, "Practice of Architecture", found in the UIA Accord on Recommended International Standards of Professionalism in Architectural Practice.

This Professional Practice Information Note was prepared by a Commission Drafting Panel chaired by Eugene Barnard of South Africa.

Adopted by the
Professional Practice Commission
September 24, 2009
New Delhi, India
Revised: October 2010, September 2014

COUNTRY	LANGUAGE	FORMAT	AVAILABILITY	WEB ADDRESS	ORGANIZATION	PUBLICATION	COST	UPDATE	CONTENT
Andorra	Catalan	Hard copy	All	www.coaa.ad	Col-legi d'Arquitectes d'Andorra	Practice Manual: Arquitecturandorra	Members free, non-members €20	1993, 2001, 2005	Comprehensive manual covering practice in Andorra
Australia	English	Online (Acumen)	All	www.architecture.com.au/acumen	Australian Institute of Architects	Advisory material and news about managing a practice and project. Dynamic database of info with answers to everyday questions	Subscription: members AU$315 p/a, non-members AU$504 p/a (incl GST)	Dynamic ongoing updates	Comprehensive. Structured under headings: Practice, project, resources.
Bangladesh	English	Hard copy	All	www.iab.com.bd	Institute of Architects Bangladesh	Practice Manual: IAB Directory	Members free, non-members US$8.00	2005	Comprehensive manual covering practice in Bangladesh
Britain	English	Hard copy, electronic	All	www.architecture.com	Royal Institute of British Architects	Two main publications: The Architect's Job Book and The Architect's Handbook of Practice Management. Also publishes free downloads on policies and good practice guides	£60.00 per publication	Regularly	Comprehensive manual covering all aspects of practice in UK and in general
Canada	English, French	Hard copy, internet and CD	All	www.raic.org	Architecture Canada / Royal Architectural Institute of Canada	Canadian Handbook of Practice for Architects (CHOP) 2nd edition; Manuel canadien de pratique de l'architecture	Members: C$75 (pdf), C$100 (CD); C$350 (hard copy); Non-members C$500 (CD and hard copy)	2nd edition updated 2009; next update: 2014	Comprehensive manual covering practice in Canada: Volume 1: theory and background; Volume 2: management; Volume 3: resources

COUNTRY	LANGUAGE	FORMAT	AVAILABILITY	WEB ADDRESS	ORGANIZATION	PUBLICATION	COST	UPDATE	CONTENT
Czech Republic	Czech, English (Part)	Hard copy	All	www.cka.cc	Czech Chamber of Architects CCA	The Yearbook of CCA: professional regulations; internal regulations	nil	Printed annually with different content	Comprehensive manual on architectural profession
Egypt	English	No	No			N/A	N/A	N/A	N/A
Europe	English	N/A	No	www.ace-cae.eu	Architects' Council of Europe	None	N/A	N/A	N/A
Fiji	English, Fijian, Hindi	Hard copy	All	www.fijiarchitects.com.fj	Fiji Association of Architects	Code of Conduct; Architects Act	Varies	N/A	N/A
Germany	German	Hard copy	All	www.bak.de and www.dabonline.de	Federal Chamber of German Architects; 16 Architects Chambers	No single Architects Handbook. Various publications. Handbuch-f-r-Architekten-und-Ingenieure, various others	Vary according to publication	Irregularly	Comprehensive
Ireland	English	Internet	M	www.riai.ie	Royal Institute of the Architects of Ireland	RIAI Good Practice Guide 4th edition: Guide to effective project and practice management. Appendices cross referenced to ISO 9000 2008	Subscription: €30 per annum	2008 major update. Generally every three years. Minor updates ad hoc	Comprehensive manual in three parts: Project procedures; Administrative and financial procedures; Practice management procedures
Japan	Japanese, limited English	Internet, hard copy	All	www.aij.or.jp	Japan Institute of Architects (JIA)	No single Architects Handbook. Various publications	Mostly free, otherwise nominal cost	Irregularly	Limited

COUNTRY	LANGUAGE	FORMAT	AVAILABILITY	WEB ADDRESS	ORGANIZATION	PUBLICATION	COST	UPDATE	CONTENT
Malaysia	**English**	Electronic	All	www.pam.org.my	Malaysian Institute of Architects	No Practic Handbook, Board of Architects Malaysia issues occasional guidelines on practice conduct	Free	Occasionally	Limited
New Zealand	**English**	No	No	www.architecturenz.net	New Zealand Institute of Architects	None	N/A	N/A	N/A
Pakistan	**English**	Internet, hard copy	All	www.pcatp.org.pk and www.iap.com.pk	Institute of Architects	Pakistan Council of Architects Town Planners Handbook 6th Edition	Pak Rs 200 (approximately US$3)	2005 uptdated every 5 years	Ordances, programmes, by-laws, codes
Romania	**Romanian**	Hard copy	M	www.oar.org.ro	Romanian Order of Architects (O.A.R.)	Practice of the Profession of Architect (Exercitarea Profesiei de Architect)	Free	2006	Comprehensive manual covering practice in Romania
Singapore	**English**	Internet	All	www.sia.org.sg	Singapore Institute of Architects	No single Practice Handbook. Acts, statutes, regulations, good practice, product info available on internet	Members 50 % discount on Forms of Contract	Regularly	Comprehensive but not consolidated
South Africa	**English**	CD	All	www.saia.org.za	South African Institute of Architects	SAIA Practice Manual	Members free, non-member R500 approx €50	Occasionally	Comprehensive manual covering practice in South Africa
Sri Lanka	**English**	Hard copy	M	www.slia.lk	Sri Lanka Institute of Architects	SLIA Manual for Office Practice and Project Practice (in three volumes). Presently being finalized. To be hosted on the SLIA web site	To be determined	Regularly	Not available

COUNTRY	LANGUAGE	FORMAT	AVAILABILITY	WEB ADDRESS	ORGANIZATION	PUBLICATION	COST	UPDATE	CONTENT
Tunisia	Arabic, French	Hard copy	M	www.oat-architectes.org/	Le Conseil de l'Ordre des Architectes de Tunisie	Code of Professional Obligations of Architects	5 TND	Irregularly published in 1974	Not available
USA	English	Hard copy, CD	All	www.aia.org	American Institute of Architects	The Architect's Handbook of Professional Practice 14th Edition	US$170 - 250. Order from internet bookstores	Regularly	Comprehensive manual covering all aspects of practice in the USA and in general. Supplied with CD

GENERIC PRACTICE HANDBOOK OUTLINE

2014-01-16

PREFACE

Further to work that was done by the UIAs Professional Practice Commission between 2008 and 2013 on Practice Handbooks / Architect's Manuals, it was decided at the PPC Meeting in Durban, South Africa in March 2013 to compile a Generic Outline for a Practice Handbook for Architects, one that can be used by Member Sections - particularly those Sections that do not have their own consolidated Handbooks - as a resource for the development of an own Architect's Practice Handbook for their members. The Professional Practice Commission approved the Generic Outline in December 2013 in Beirut, Lebanon.

Due to the diversity of practice in the various regions of the world, it is impractical to develop one Practice Handbook that fits all situations. This Generic Outline therefore contains references to information that is common to all. Member Sections are thus invited to adopt the Outline as an index their own Practice Handbook for Architects and to populate the relevant sections that require information unique to the particular Member Section.

In order to amplify the usefulness of the Generic Outline as a resource, it was decided that the document should include references to existing publications in the various international languages that deal with the respective topics. Member Sections are once again invited to contribute reference material to the list.

The Generic Practice Handbook Outline is seen a living document that will be updated from time to time with additional topics and relevant references.

STRUCTURE

It is proposed that an Architect's Practice Handbook is to be subdivided into the following sections:

the **PROFESSION** (all matters relating to the profession in SA and at large)

the **PRACTICE** (all matters that relate to the typical / individual practice)

the **PROJECT** (all matters that relate to the typical project)

the **RESOURCES** (supplementary information / specimen documents)

the **LINKS** (links to design guides and useful articles)

1   The PROFESSION

1.1   International

    1.1.1   UIA http://www.uia-architectes.org/en

        1.1.1.1 History

        1.1.1.1 Accord on Recommended International Standards of Professionalism in Architectural Practice

    1.1.2   International / regional organisations

http://www.uia-architectes.org/en/qui-sommes-nous/des-partenaires/des-partenaires-institutionnels#.Um0l54YaJD8

        1.1.2.1 ARCASIA (Architects Regional Council of Asia) www.arcasia.org

        1.1.2.2 ACE-CAE (Architects Council of Europe) www.ace-cae.eu

        1.1.2.3 FPAA Pan (Pan American Federation of Architects' Associations)

        1.1.2.4 MASA (International Association of Eurasian Unions of Architects)

        1.1.2.5 AUA (African Union of Architects)

        1.1.2.6 VISEGRAD IV / FABSR (Forum of Architects of the Black Sea Region)

    1.1.3   Inter-governmental Institutions

http://www.uia-architectes.org/en/qui-sommes-nous/des-partenaires/des-partenaires-institutionnels#.Um0l54YaJD8

    1.1.4   Non-governmental Institutions

http://www.uia-architectes.org/en/qui-sommes-nous/des-partenaires/des-partenaires-institutionnels#.Um0l54YaJD8

    1.1.5   Partner Organisations

    1.1.6   Working across borders

    1.1.7   Associations and co-operation

    1.1.8   Ethics and Conduct

    1.1.9   Global Mobility

1.2   National

    1.2.1   Legal context:

        1.2.1.1 Architect's Act;

        1.2.1.2 Copyright Act;

        1.2.1.3 Employment Equity;

        1.2.1.4 Building Regulations

    1.2.2   Registration body

    1.2.3   Voluntary association

    1.2.4   Education

    1.2.5   Internship

    1.2.6   Examination

    1.2.7   Licensure

    1.2.8   Continuing Education

    1.2.9   Code of Ethics / Professional Conduct

    1.2.10   Promotion of Architecture

HELPFUL REFERENCE MATERIAL

CHINESE (outstanding)

ENGLISH

UIA Website www.uia-architectes.org Resources: UIA Accords;

AIA: The Architect's Handbook of Professional Practice ISBN: 978-0-470-00957-4

RIBA Architect's Job Book ISBN: 978-1-85946-252-2

FRENCH

UIA Website www.uia-architectes.org UIA Accords;

CNOAF Website www.architectes.org/exercer-la-profession; www.architectes.org/travailler-avec-un-architecte

948-1998 UIA Pierre VAGO edition de l'Epure ISBN : 2-907687-58-1

GERMAN (outstanding)

RUSSIAN (outstanding)

SPANISH (outstanding)