

## **Registered Specialist Trade Contractors Scheme**

### **Rules and Procedures for the Register of Specialist Trade Contractors**

**January 2025**

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## **Part 1 – Defined Terms and Interpretation**

### **1. Defined Terms**

1.1. In this set of Rules and Procedures, unless the context otherwise requires –

- a) “Appeal Panel” means an appeal panel appointed under Clause 19;
- b) “Business” means an entity with a valid business registration including but not limited to incorporated companies, partnerships and individuals;
- c) “Committee” means the Committee on Registered Specialist Trade Contractors Scheme established by the Construction Industry Council under Section 15 of the Ordinance for the administration of the Scheme;
- d) “Construction Industry Council” or “CIC” means the body established under the Ordinance;
- e) “Construction site” means the lands and other places (including the sea) under, over, on, in or through where construction work is undertaken and also any other lands or places which is used for the storage of materials or plant used or intended to be used for the purpose of the construction work, and includes both a public or private sector construction site in Hong Kong;
- f) “Decision Date” means the date on which the Committee approves or rejects an application under Clauses 4, 5, 6 and 18 below or the date on which the Committee cancels the registration of a Registered Specialist Trade Contractor under Clause 11 below;
- g) “Designated Trades” means a trade for specialized work set out in Schedule 1;
- h) “Effective Date” means the launch date of the Scheme, which is 1<sup>st</sup> April 2019;
- i) “Employee” means an employee engaged according to “Employment Ordinance” (Cap. 57), but not includes temporary employee and part-time employee;
- j) “Government Registration Schemes” means registration schemes implemented by the bureau, departments, and statutory bodies of HKSAR Government, which are listed in Schedule 6;
- k) “Grace Period” means the period the Committee may specify and publish on the Scheme Website;
- l) “Groupings” means Group 1 or Group 2 of the Designated Trades listed in Schedule 2;
- m) “Misconduct” means any unlawful behaviour involving corruption or fraud or breach of faith whether or not the person charged with an offence is convicted

for offence involving the unlawful behaviour but a conviction of a criminal offence shall be conclusive for the requirement of misconduct. "Suspected misconduct" shall be construed accordingly but if the person is charged with any offence involving corruption, fraud or breach of faith, it shall be conclusive for the requirement of suspected misconduct. For the purpose of determining whether a registered specialist trade contractor has committed acts of misconduct or suspected misconduct, the acts or omissions of the following persons shall be deemed to be the acts or omissions of the registered specialist trade contractor:

- (i) a director/proprietor/partner of the registered specialist trade contractor or a participant/ shareholder of a joint venture contractor; or
  - (ii) any person who, under the immediate authority of the board of directors of the registered specialist trade contractor, exercises managerial functions; or
  - (iii) any employee, agent or sub-contractor of the registered specialist trade contractor (other than the persons referred to in (i) or (ii) above), if the registered specialist trade contractor has knowledge (actual or implied) or ought to have known or is being reckless as to the misconduct or suspected misconduct of the employee(s), agent(s) or sub-contractor(s) concerned.
- n) "Ordinance" means the Construction Industry Council Ordinance (Cap. 587);
- o) "Register" means the Register of Specialist Trade Contractors established and administered under Clause 3 below and Section 5(e) and Section 7(2)(g) of the Ordinance;
- p) "Registered Specialist Trade Contractor" means a Registered Specialist Trade Contractor for a Designated Trade whose name is for the time being on the Register;
- q) "Registration Particulars" means the items of information in application forms or submitted documents;
- r) "Registration Requirements" means the prescribed requirements for registration to the Register set out in Schedule 2;
- s) "Registration Undertaking" means the prescribed undertaking in the specified form;
- t) "Scheme" means the Registered Specialist Trade Contractors Scheme of the Construction Industry Council established and administered under Section 5(e) and Section 7(2)(g) of the Ordinance;
- u) "Scheme Website" means the website providing public access to the Registration Particulars published in accordance with Clause 12 below and other announcements related to the Scheme;

- v) “Secretariat” means the Secretariat of the Construction Industry Council.

## **2. Interpretation**

- 2.1. In this set of Rules and Procedures, except where the context otherwise requires –
- a) words importing the singular shall include the plural and vice versa;
  - b) words importing any gender shall include the other genders; and
  - c) headings are for ease of reference only and do not affect interpretation.
- 2.2 No principles of construction shall apply to the disadvantage of a party because that party was responsible for the preparation of this set of Rules and Procedures or any part of it.
- 2.3 In the event of any inconsistency or conflict between the English and Chinese versions of this set of Rules and Procedures, the former shall prevail.

## **Part 2 – Rules for Administration of the Register of Specialist Trade Contractors**

### **3. General**

- 3.1. The Register of Specialist Trade Contractors shall comprise of Businesses carrying out works in Designated Trades.
- 3.2. Registered Specialist Trade Contractors within each Designated Trade are further divided into Group 1 or 2 according to the Registration Requirements fulfilled by them. A Registered Specialist Trade Contractor's status in Group 1 will be either 'probationary', 'confirmed' or 'advanced'. Registered Specialist Trade Contractors on probationary status are subject to the rules set out in Clause 6 below.
- 3.3. The Committee reserves the right to amend these Rules and Procedures, including but not limited to any criteria pertaining to the administration of the Register without reference to the Registered Specialist Trade Contractors and any such amendments will be announced on the Scheme Website.

### **4. Application for Registration**

- 4.1. A Business may apply to the Committee for registration under the Scheme. By making an application for registration under the Scheme, the Business unconditionally accepts these Rules and Procedures and any future amendments or additions thereto published by the Committee. Failure or refusal to observe these Rules and Procedures may lead to the refusal or removal of registration, or refusal of renewal of registration, for a specific Designated Trade or all Designated Trades.
- 4.2. An application for registration under the Scheme shall be –
  - a) made to the Committee in the specified form; and;
  - b) accompanied by the prescribed fees and documents.
- 4.3. Subject to Clauses 4.5, 6 and 7.1 below, the Committee shall not register a Business as a Registered Specialist Trade Contractor unless the Committee at its sole discretion is satisfied that –
  - a) the Business meets all the relevant Registration Requirements; and
  - b) the Business is suitable for registration.
- 4.4. The Committee may impose additional conditions for registration on any individual Business applicants as it thinks fit.
- 4.5. Having regard to needs of the Designated Trades and Groupings, the Committee may approve and register a Business as a Specialist Trade Contractor even if the Business does not fully satisfy the Registration Requirements.

- 4.6. A registration under the Scheme is not transferrable.
- 4.7. A Business may apply for registration on the Register, if the Business is listed on one or more Government Registration Schemes relevant to the Designated Trades for which registration is sought, the Business can be considered to directly meet all the Registration Requirements of the relevant Designated Trades and Groupings.

## **5. Expiry and Renewal of Registration**

- 5.1. Subject to Clause 5.2 and 5.6 below –
- a) any registration of a Registered Specialist Trade Contractor shall expire on a date specified by the Committee in accordance with Clause 5.1(b) below; and
  - b) the date so specified shall be not less than 36 months after the Decision Date for that application for registration or renewal of registration under the Scheme.
- 5.2. A Registered Specialist Trade Contractor may apply for the renewal of its registration. An application for renewal of registration shall be –
- a) made to the Committee in the specified form not earlier than 6 months before and not later than 3 months before the specified date of expiry of the Registered Specialist Trade Contractor's registration; and
  - b) accompanied by the prescribed fees and documents
- 5.3. Subject to Clauses 5.5 and 6.6 below, the Committee shall not renew the registration of any Registered Specialist Trade Contractor unless the Committee at its sole discretion is satisfied that –
- a) the Registered Specialist Trade Contractor meets all the relevant renewal Requirements; and
  - b) the Registered Specialist Trade Contractor is suitable for renewal.
- 5.4. The Committee may impose additional conditions for the renewal of registration of a Registered Specialist Trade Contractor as it thinks fit.
- 5.5. Having regard to needs of the Designated Trades and Groupings, the Committee may approve and renew the registration of a Specialist Trade Contractor despite the Registered Specialist Trade Contractor does not fully satisfy the Registration Requirements.
- 5.6. If the Registered Specialist Trade Contractor has made an application for renewal of registration within the specified period prescribed in Clause 5.2(a) above, its registration will continue to be in force until its application for renewal is determined by the Committee, even if the expiry date shown in the Register has elapsed.

- 5.7. If the application for renewal of registration is made at times outside the specified period mentioned in Clause 5.2(a) above, the Registered Specialist Trade Contractor may be removed from the Register upon expiry until the application for renewal of registration is duly processed.

## **6. Probationary Status**

- 6.1. A newly formed Business which does not have the required job references to meet the Registration Requirements may apply for probationary registration under the Scheme.
- 6.2. An application for probationary registration under the Scheme under Clause 6.1 above shall be –
- a) made to the Committee in the specified form;
  - b) accompanied by the prescribed fees and documents; and
  - c) made for the registration in Group 1 under the Scheme as a probationary Registered Specialist Trade Contractor.
- 6.3. The Committee shall not register a newly formed business as a probationary Registered Specialist Trade Contractor unless the Committee at its sole discretion is satisfied that –
- a) besides the job references requirements, the newly formed Business meets all other relevant Registration Requirements; and
  - b) the newly formed Business and its management staff is suitable for registration as a probationary Registered Specialist Trade Contractor.
- 6.4. A probationary registration under the Scheme is not transferrable.
- 6.5. A probationary Registered Specialist Trade Contractor registered under Clause 6.3 above may apply for the renewal of its registration according to Clause 5.2 above, and subject to Clause 5.3 above, be registered as a Group 1 (confirmed) Registered Specialist Trade Contractor.
- 6.6. Notwithstanding Clause 5.3 and 6.5 above, the Committee may at its sole discretion, consider and renew a probationary registration, provided the Committee is satisfied that a specific ground exists and it is fair and reasonable to accept the application.

## **7. Registration of existing Registered Subcontractors as Registered Specialist Trade Contractors**

- 7.1. As on the Effective Date, the Committee shall automatically register existing registered subcontractors of a specified trade and / or specialty in the primary register under the Construction Industry Council's Subcontractor Registration Scheme into the Register as Group 1 (confirmed) Registered Specialist Trade Contractors for the corresponding Designated Trade.
- 7.2. The registration of a Registered Specialist Trade Contractor automatically registered under Clause 7.1 above shall expire on the same date as the respective registration in the primary register under the Construction Industry Council's Subcontractor Registration Scheme would have expired.
- 7.3. A Registered Specialist Trade Contractor automatically registered under this Clause 7 may apply for the renewal of its registration according to Clause 5.2 above, and subject to Clause 5.3 above, have their registration renewed. A Registered Specialist Trade Contractor automatically registered under this Clause 7 may apply for change of Grouping (upgrade to Group 2) according to Clause 8.3 below.
- 7.4. For the avoidance of doubt, all relevant registration fees for the automatic registration under Clause 7.1 above shall be exempted.
- 7.5. Regarding the Grace Period –
  - a) during the Grace Period, the Committee may, of its own accord, exercise its power under Clause 5.5 above and renew the registration of a Registered Specialist Trade Contractor automatically registered under this Clause 7 despite such Registered Specialist Trade Contractor not fully satisfying the Registration Requirements at the time; and
  - b) on the expiry of the Grace Period, the Committee may exercise its power under Clause 11.1(b) below and remove such Registered Specialist Trade Contractor from the Register if at the time such Registered Specialist Trade Contractor fails to notify the Committee that it does fully satisfy the Registration Requirements.

## **8. Change of Registration Particulars, Registration Status, Designated Trade and Grouping**

- 8.1. A Registered Specialist Trade Contractor shall update the Committee of any changes of its Registration Particulars (except changes in relation to an application made under Clause 8.3 below), within 14 calendar days after such changes have taken effect. An update shall be made to the Committee in the specified form.
- 8.2. A Registered Specialist Trade Contractor who, without reasonable excuse, contravenes Clause 8.1 above may be subject to regulatory actions taken in accordance with Clause 18 below.

- 8.3. An application for change of registration status (from “probationary” to “confirmed”), Designated Trade or Grouping shall be made to the Committee -
- a) in the specified form; and
  - b) accompanied by the prescribed fees and documents.
- 8.4. The Committee shall not change a Registered Specialist Trade Contractor's registration status, Designated Trade and / or Grouping unless the Committee is satisfied that -
- a) the Registered Specialist Trade Contractor meets all the relevant requirements of changes of Registration; and
  - b) the Registered Specialist Trade Contractor is suitable for registration with its registration status, Designated Trade and / or Grouping changed.
- 8.5. For the avoidance of doubt, the change of Registration Particulars, registration status, Designated Trade or Grouping will not extend the validity period of a registration as specified under Clause 5.1 above.

## **9. Fees**

- 9.1. All applicants under Clauses 4, 5, 6 and 8 above shall submit their applications with fee as prescribed in the Schedule 4, unless exempted by the Committee at its sole discretion.

## **10. Clarification and Additional Information**

- 10.1. The Secretariat may seek clarifications or supplemental information, including clarification from an applicant's job referees, on the information and documents submitted by an applicant from time to time to facilitate and complete the approval process. If a satisfactory response is not received by the Secretariat within 14 calendar days from the date of the request, the application may not be further considered.
- 10.2. All information and documents provided by an applicant will not be returned.

## **11. Change or Cancellation of Registration**

- 11.1. The Committee may change the Designated Trades or Groupings of a Registered Specialist Trade Contractor or remove the Registered Specialist Trade Contractor from the Register at any time if the Committee is satisfied that:
- a) the Registered Specialist Trade Contractor is adjudged bankrupt or wound-up;

- b) the Registered Specialist Trade Contractor is not entitled to be registered at the time of registration. For the avoidance of doubt, the Committee may remove the Registered Specialist Trade Contractor from the Register despite the Registered Specialist Trade Contractor's registration was renewed pursuant Clause 5.5 above, if at the time of removal the Registered Specialist Trade Contractor does not fully satisfy the Registration Requirements.
- c) the registration of the Registered Specialist Trade Contractor has expired under Clause 5.1(a) above and no renewal application has been made within the specified period prescribed in Clause 5.2(a); or
- d) following a regulatory action under Clause 18 below, it was determined that the registration be revoked.

## **12. Publication of Registration Particulars**

- 12.1. Upon approval of registration, the Registration Particulars of the Registered Specialist Trade Contractor will be published on the Scheme Website.
- 12.2. Information published in the Scheme Website will be updated to take into account of subsequent renewals, updates, cancellations of the Registered Specialist Trade Contractor's registration and any regulatory actions taken against the Registered Specialist Trade Contractor.

## **13. Integrity Management and Code of Conduct**

- 13.1. A Registered Specialist Trade Contractor shall be responsible for the good behavior of its employees and agents in relation to any construction works undertaken by the Registered Specialist Trade Contractor.
- 13.2. The Registered Specialist Trade Contractor shall advise its employees and agents that they are prohibited from offering or giving any advantage or excessive entertainment to, or to solicit or accept any advantage or excessive entertainment from, any employees and agents (including their members of family) of the Government or any Businesses in relation to any construction works undertaken by the Registered Specialist Trade Contractor.
- 13.3. A Registered Specialist Trade Contractor shall establish and promulgate its Code of Conduct with reference to Schedule 3.

## **14. Monitor on Enforcement of the Scheme**

- 14.1. To ensure the effective enforcement of the Scheme, the Secretariat will conduct audits on information provided by Registered Specialist Trade Contractor for registration from time to time.

14.2. During the audit, the Registered Specialist Trade Contractor shall cooperate and provide all necessary information, records and arrange interviews in accordance with the time limit stipulated by the Secretariat. Subject to the result of audit, the Registered Specialist Trade Contractor may be imposed with regulatory actions under Clause 18.

## **Part 3 – Job Reference Reports**

### **15. General**

- 15.1. The standard proforma of the job reference report is attached in Schedule 5. This standard proforma can be utilized as the track record for an application submission. Other applicable formats are acceptable if those are able to fulfill the relevant Registration Requirements.

### **16. Management of Job Reference Reports**

- 16.1. All job reference reports would be kept and maintained by the Secretariat.
- 16.2. The applicant may apply in writing to the Secretariat for provision of a copy of the job reference reports obtained directly from the applicant's referees by the Construction Industry Council.
- 16.3. All job reference reports would be reviewed by the Secretariat. When follow up actions may be required due to issues revealed or adverse comments on the reports, the Secretariat will seek clarifications and supporting documents from both author of the report and the applicant with an aim to perform a preliminary assessment. The preliminary assessment together with recommendations, where appropriate, will be submitted to the Committee to consider if regulatory actions are required to be initiated.

## **Part 4 – Management of Designated Trades**

### **17. Designated Trades**

17.1. The Committee may add to, remove or edit the Designated Trades.

17.2. Industry stakeholders may request in writing for the Committee to add other Designated Trades to the Scheme.

17.3. Additions, removal or editing of Designated Trades shall take into account but not limit to the following -

- a) extent of safety risks to construction works of Designated Trades
- b) the quality of Designated Trades would cause fundamental impact on construction quality and public safety; and
- c) views from industry stakeholders to increase recognition of specialist trade contractors and to enhance monitoring and accountability.

17.4. Any additions to, removals from or editing of the Designated Trades will be published by the Committee on the Scheme Website.

## Part 5 – Regulatory Actions

### 18. Regulatory Actions

- 18.1. The Committee may conduct an inquiry into any conduct of a Registered Specialist Trade Contractor if the Committee has reasonable cause to suspect the Registered Specialist Trade Contractor no longer meets any of the Registration Requirements or has fallen into any of the circumstances set out under Clause 18.2 below. In such a case, the Registered Specialist Trade Contractor shall answer to queries or provide information within prescribed time as specified by the Committee.
- 18.2. The circumstances that may lead to regulatory actions be taken against a Registered Specialist Trade Contractors include, but are not limited to -
- a) a petition for winding-up or bankruptcy has been filed against the Registered Specialist Trade Contractor or other financial problems;
  - b) failure to answer queries or provide information relevant to the registration within the prescribed time specified by the Committee;
  - c) misconduct or suspected misconduct of the Registered Specialist Trade Contractor;
  - d) court conviction or violation of any law by the Registered Specialist Trade Contractor, including but not limited to Factories and Industrial Undertakings Ordinance (Cap. 59), Occupational Safety and Health Ordinance (Cap. 509), Employment Ordinance (Cap.57), Mandatory Provident Fund Schemes Ordinance (Cap.485), Immigration Ordinance (Cap.115), Prevention of Bribery Ordinance (Cap. 201), Construction Industry Council Ordinance (Cap. 587), Construction Workers Registration Ordinance (Cap.583);
  - e) matters of public interest;
  - f) causing or contributing to the occurrence of a serious incident taking place in any public or private construction site; “serious incident” means an incident involving either one or a combination of the following –
    - (i) loss of life;
    - (ii) serious bodily injury resulting in a loss or an amputation of a limb or permanent total disablement to the injured;
    - (iii) dangerous occurrence or incident leading to or resulting in injuries that are considered serious or damage to works or property that posed a potential threat to public safety;
  - g) serious or suspected serious poor performance in any public or private sector works contract; and
  - h) the Registered Specialist Trade Contractor’s failure to comply with any provisions of the Rules and Procedures for the Scheme.

18.3. After receiving answers to queries or information provided pursuant to Clause 18.1 above, or if the prescribed time under Clause 18.1 above has lapsed without any response from the Registered Specialist Trade Contractor, if the Committee considers there is a prima facie case that the Registered Specialist Trade Contractor no longer meets any of the Registration Requirements or has fallen into any of the circumstances set out under Clause 18.2 above, the Committee may conduct a hearing to decide whether to impose regulatory action. Alternatively, the Committee may impose regulatory action without a hearing pursuant to Clause 18.11 below. Where a hearing is to be conducted, the Secretariat shall give the Registered Specialist Trade Contractor concerned not less than 14 calendar days written notice advising the time and place for the hearing and the grounds for initiating regulatory proceedings.

18.4. At the hearing, the Registered Specialist Trade Contractor must authorize their directors or employee representatives to attend and make oral representations. If the Registered Specialist Trade Contractor needs to bring along other relevant persons who are not its directors or employees to attend the hearing, such persons can only give opinions to the representatives of the Registered Specialist Trade Contractor at the hearing, and cannot replace the representatives to make statements and communicate with the Committee unless approved by the chairperson of the Committee. The Registered Specialist Trade Contractor or its authorized representatives may also make written representations before the hearing. If such representations have to be reiterated at the hearing, which must also be made by the directors or employee representatives of the Registered Specialist Trade Contractor. If there is no representative of the Registered Specialist Trade Contractor attend the hearing, the Committee may adjourn the hearing or proceed with the hearing and make a decision.

18.5. After the hearing, the Committee may impose regulatory actions by directing that -

- a) written warning be given to the Registered Specialist Trade Contractor;
- b) the Registered Specialist Trade Contractor be suspended from registration for a specified period;
- c) the Grouping of a Registered Specialist Trade Contractor be changed; or
- d) the registration of the Registered Specialist Trade Contractor be revoked.

For the avoidance of doubt, regulatory action may be imposed on any Designated Trade, irrespective of the direct relationship to the regulatory situation.

18.6. Where a hearing is conducted, the decision of the Committee shall be notified to the Registered Specialist Trade Contractor in writing within 21 calendar days from the hearing and subject to the Clause 19.3 below, the corresponding action will be executed by the Secretariat after the expiry of the time limited for the filing of the notice of appeal under Clause 19.1 below.

- 18.7. All regulatory actions imposed by the Committee after a hearing, other than written warnings given under Clause 18.5(a) above, shall be published on the Scheme Website after the expiry of the period for lodging an appeal. However, if an appeal is lodged, such publication of the regulatory action taken shall be suspended until and be subjected to the result of appeal process in accordance with Part 6 below.
- 18.8. A Registered Specialist Trade Contractor whose registration has been revoked under Clause 18.5.d) shall not be eligible for re-registration for a period of two years from the date of revocation.
- 18.9. A Business with its sole director or proprietor being one of the directors, proprietor or partners of a Registered Specialist Trade Contractor or Registered Subcontractor subject to a regulatory action shall not be accepted by the Committee in an application for registration within the period of the inquiry, hearing, suspension or within two years from the date of revocation of the registration of such Registered Specialist Trade Contractor or Registered Subcontractor subject to regulatory action.
- 18.10. A Business with one or more of the director(s), proprietor or partners being director(s), proprietor or partners of another Registered Specialist Trade Contractor or Registered Subcontractor subject to a regulatory action, the job experience of such director(s), proprietor or partners shall not be taken into account by the Committee in the application for registration if such application is submitted within the period of the inquiry, hearing, suspension or within two years from the date of revocation of the registration of such Registered Specialist Trade Contractor or Registered Subcontractor subject to regulatory action.
- 18.11. If, having taken into account answers to queries or information provided pursuant to Clause 18.1 above (or if the prescribed time under Clause 18.1 above has lapsed without any response from the Registered Specialist Trade Contractor) the Committee considers that the Registered Specialist Trade Contractor has fallen into the circumstances at Clause 18.2(d) above, and all of the following criteria a) to c) are satisfied, the Committee may at its sole discretion decide, without conducting a hearing, to impose regulatory action by directing that a written warning be given to the Registered Specialist Trade Contractor.
- a) The Clause 18.2(d) circumstance under consideration involves conviction(s) under the Employment Ordinance (Cap. 57), the Mandatory Provident Fund Schemes Ordinance (Cap. 485) or the Construction Workers Registration Ordinance (Cap. 583) which are in the view of the Committee relatively minor in severity.
  - b) In the 12 month period prior to the conviction(s) in question, the Registered Specialist Trade Contractor has not been convicted under the same Ordinance(s).

- c) The Committee considers that there are no facts or matters involved which need to be determined by way of a hearing.

For the avoidance of doubt, the Committee retains all rights to conduct a hearing for circumstances falling under a) and b) above.

- 18.12. Where the Committee imposes regulatory action pursuant to Clause 18.11 above, the decision shall be notified to the Registered Specialist Trade Contractor in writing within 21 calendar days from such decision, and subject to Clause 19.3 below, the corresponding action will be executed by the Secretariat after the expiry of the time limited for the filing of a notice of appeal under Clause 19.1 below if no notice of appeal had been filed within such time limit.

#### **18A. Immediate Suspension from Registration due to Occurrence of Serious Incident**

- 18A.1. Notwithstanding Clause 18 above, where the Committee considers that a Registered Specialist Trade Contractor may have caused or contributed to the occurrence of a serious incident (as defined at Clause 18.2.f above) in any public or private construction site, the Committee may immediately suspend such Registered Specialist Trade Contractor from registration of all Designated Trades ("Immediate Suspension").
- 18A.2. The Committee shall notify the Registered Specialist Trade Contractor subject to Immediate Suspension in writing and the name of such Registered Specialist Trade Contractor and the fact of its Immediate Suspension shall be published on the Scheme Website. The Immediate Suspension shall take effect from the date of issue of the written notification of the Immediate Suspension. An Immediate Suspension shall remain in effect until all criteria at Clause 18A.3 below have been satisfied and the Committee has notified the Registered Specialist Trade Contractor in writing of the lifting of the Immediate Suspension. The lifting of an Immediate Suspension shall take effect from the date of the issue of the written notification for the same.
- 18A.3. The criteria for lifting an Immediate Suspension are as follows:
  - a) The completion of an independent safety audit to the satisfaction of the Committee. The arrangements for the independent safety audit shall be as follows:
    - (i) The Registered Specialist Trade Contractor shall appoint a registered safety auditor to conduct an independent safety audit in relation to the relevant site. The registered safety auditor shall be registered pursuant to the Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF), and shall be independent of the Registered Specialist Trade Contractor and not associated with the relevant site.
    - (ii) The independent safety audit shall cover the elements set out in Schedule 4 to the Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF) which the registered safety auditor considers are applicable, and shall consider such elements in the context of the serious incident in question.

- (iii) Satisfactory completion of the independent safety audit shall be deemed upon the Committee's receipt from the Registered Specialist Trade Contractor of the registered safety auditor's written safety audit report, together with (where applicable) the registered safety auditor's certification of the implementation of any recommended safety improvements. However, if the Committee has reason to believe that a safety audit was not duly carried out in accordance with this Clause 18A.3(a), the Committee reserves the right to deem the safety audit not satisfactorily completed. If the Immediate Suspension has already been lifted, the Committee may re-impose the Immediate Suspension until a new safety audit is satisfactorily completed.

and

- b) The expiry of a period of time (normally 3 months) determined by the Committee at its sole discretion which shall be stated in the written notification to the Registered Specialist Trade Contractor of the Immediate Suspension.

18A.4. Notwithstanding Clause 18A.3 above, where exceptional extenuating circumstances exist, the Committee retains the sole discretion to lift an Immediate Suspension at any time if it considers it appropriate. Save as aforesaid, the decision to impose or not impose an Immediate Suspension is final and not subject to any appeal.

18A.5. For the avoidance of doubt:

- a) Notwithstanding whether or not an Immediate Suspension is imposed in respect of a serious incident, the Committee retains the right to conduct an inquiry and/or impose regulatory action in respect of the same incident pursuant to Clause 18 above.
- b) The imposition or non-imposition of an Immediate Suspension is not to be taken as a finding of whether a Registered Specialist Trade Contractor did or did not cause or contribute to the occurrence of a serious incident. The findings of any subsequent inquiry by the Committee pursuant to Clause 18 above into a serious incident: (i) shall be without prejudice from the previous imposition or non-imposition of an Immediate Suspension in respect of the same serious incident, and (ii) is without prejudice to and has no effect on the validity or effect of the imposition or non-imposition of an Immediate Suspension in respect of the same serious incident.
- c) When determining the imposition of regulatory action pursuant to Clause 18.5 above, the Committee may take into account any previously imposed Immediate Suspension on the Registered Specialist Trade Contractor for the same serious incident.

## **Part 6 – Appeal**

### **19. Right of Appeal**

- 19.1. An applicant or Registered Specialist Trade Contractor aggrieved by the decision of the Committee may appeal such decision by filing within 14 calendar days of the notification of such decision to the applicant or Registered Specialist Trade Contractor (“Appellant”), a written notice with the Secretariat by post setting out the grounds for the appeal.
- 19.2. An appeal hearing shall be held within 60 calendar days after the deadline for making the appeal request. The Secretariat shall give the Appellant not less than 14 calendar days written notice advising the time and place for the appeal hearing.
- 19.3. For the avoidance of doubt, any corresponding actions of the Committee's decisions pending appeal will not be executed by the Secretariat until after the Appeal Proceedings are completed.

### **20. Appeal Panel**

- 20.1. An Appeal Panel shall comprise a chairman and two members appointed by the Construction Industry Council, all of whom shall not be involved with the potential decision being appealed against.

### **21. Appeal Proceedings**

- 21.1. Proceedings of an Appeal shall be conducted in the presence of the chairman and two other members of the Appeal Panel.
- 21.2. At the hearing of the appeal, the Appellant must authorize their directors or employee representatives to attend and make oral representations. If the Appellant needs to bring along other relevant persons who are not its directors or employees to attend the appeal hearing, such persons can only give opinions to the representatives of the Appellant at the appeal hearing, and cannot replace the representatives to make statements and communicate with the Appeal Panel unless approved by the chairman of the Appeal Panel. The Appellant or its authorized representatives may also make written representations before the appeal hearing. If there is no representative of the Appellant attend the appeal hearing, the Appeal Panel may adjourn the hearing or proceed with the hearing and make a decision on the appeal.
- 21.3. The Appeal Panel may uphold, reverse or vary any decisions reached by the Committee. The decision shall be taken effect from the date specified by the Appeal Panel.
- 21.4. The decision of the Appeal Panel shall be notified to the Appellant in writing within 21 calendar days of the hearing day of the appeal and is final.

## **Part 7 – Miscellaneous Provisions**

### **22. Confidentiality**

- 22.1. Information submitted in regulatory actions and appeals will only be used for that regulatory action and appeal which will be kept confidential (unless required by relevant laws and courts).

### **23. Service of Notice**

- 23.1. Any notice of decisions made by the Construction Industry Council, Committee, Appeal Panel or the Secretariat will be delivered by post to applicant's or Registered Specialist Trade Contractor's address as stated in the applicant's application form or the Register.

### **24. Correction of errors on Register**

- 24.1. The Secretariat may correct any error of the Register, including any omissions.

### **25. Personal Data**

- 25.1. By submitting an application, the applicant or Registered Specialist Trade Contractor shall be deemed to have consented to the disclosure of any information in relation to the application for regulatory purpose, regardless of whether or not the application is successful.
- 25.2. By submitting the application for registration under the Scheme, the applicant shall also be deemed to have consented to the publication of Registration Particulars on the Scheme Website for public information after registration under the Scheme.
- 25.3. The personal data provided as part of the registration process will be used by the Construction Industry Council to process the application, to conduct research and surveys, to promote the Scheme or related activities of the construction industry and to enforce its rights and powers under this set of Rules and Procedures. The provision of personal data is obligatory. If the applicant or the Registered Specialist Trade Contractor does not provide sufficient information, the Construction Industry Council or the Committee may not be able to process and / or consider its application.
- 25.4. The applicant or the Registered Specialist Trade Contractor shall ensure the collection, handling and use of personal data of its employees or other personnel in relation to the registration are in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). This includes the transfer of the personal data to the Construction Industry Council.

25.5. The applicant or Registered Specialist Trade Contractors have the right to access and correlation with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). Their right of access includes the right to obtain a copy of the personal data provided in the application.

25.6. Written data access and correction requests should be addressed to Assistant Director – Registration Services at Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

## **26. Governing Law**

26.1. These rules and procedures shall be governed by and construed in accordance with the laws of Hong Kong.

**Schedule 1 – Designated Trades**

<b>Trade Code</b>	<b>Designated Trade</b>
S01	Concreting
S02	Concreting Formwork
S03	Curtain Wall
S04	Demolition
S05	Erection of Concrete Precast Component
S06	Reinforcement Bar Fixing
S07	Scaffolding
S08	Plastering
S09	Suspended Ceiling
S10	Tower Crane (Erecting, Dismantling and Altering Height)
S11	Building Drainage Installation
S12	Levelling and Setting Out
S13	Building Maintenance
S14	Interior Fitting-out
S15	Painting
S16	Metal Work
S17	Structural Steelwork
S18	Horticultural Works
S19	Arboricultural Works
S20	Skyrise Greenery Works
S21	Truss-out Scaffolding

## Schedule 2 – Registration Requirements and Definitions

### General Notes:

- a) All applicants shall possess or set up in Hong Kong a place of business as defined in Section 2 of the Business Registration Ordinance (Cap. 310).
- b) In order to qualify as staff and included in the number of personnel or staff required, individuals shall be full time employees of the applicant and shall be resident Hong Kong ID Cards holders or Works Visa Holders, and the practice shall constitute their principal source of employment. Moreover, they shall be employed full-time by the Applicant only. "Full time" employment means employment under a 'continuous contract' as defined by the Employment Ordinance of Hong Kong.

Registration Requirements	Definitions and Notes
<b>1. Safety</b>	
1.1 Safety staff	1. Safety supervisor qualification means a person who has completed the construction industry safety supervisor course (equivalent or above) organised by the CIC or Occupational Safety and Health Council (OSHC) or other recognised training organisations.
1.2 Site safety record	<ol style="list-style-type: none"> <li>1. Safety conviction records mean the records of the Labor Department. In any 6-month period in the past 2 years counting from the submission of the application, the applicant shall not be involved in 5 or more safety convictions (each arising out of separate incidents under the same contract or sub-contract), or any fatal incident. Otherwise a safety audit must be completed.</li> <li>2. Safety audit must be carried out by an independent third party engaged by the registered company. The independent third party must confirm the registered company had implemented relevant safety improvement measures, otherwise the safety audit would not be considered completed.</li> <li>3. Unless otherwise specified, the contract value is normally based on an 'all-in' sum of labour and materials.</li> <li>4. Recognised track record includes job reference report (standard proforma is attached in Schedule 5) or completion certificate or proof of payment for contract works (release of retention for defect liability period is not required). Other applicable formats that fulfill the registration requirements may be used.</li> </ol>
<b>2. Management</b>	
2.1 Senior management	<ol style="list-style-type: none"> <li>1. It means the registered company director under the Companies Ordinance. For unincorporated business, it means sole proprietor / partners.</li> <li>2. The other specified senior management, if not the registered company director, sole proprietor / partners, shall be a company employee at the rank of general manager (or equivalent).</li> </ol>
2.2 Technical staff	<ol style="list-style-type: none"> <li>1. Skilled worker or above refers to a registered skilled worker in the relevant trade division under the Construction Workers Registration Ordinance (or one with higher qualification including being a member of recognised professional institutions).</li> <li>2. Technical Competent Person (TCP) means a person registered under CIC Technically Competent Persons Registration Scheme (TCPRS).</li> <li>3. Senior management, technical staff and safety staff above may be the same person, but shall meet all respective requirements at the same time.</li> </ol>

Registration Requirements	Definitions and Notes
	<ol style="list-style-type: none"> <li>The named technical staff shall complete the CIC Safety Training Course for Construction Workers of Specified Trade ("Silver Card Course") applicable for the Designated Trade.</li> <li>Horticulturalist must obtain a university degree in horticulture or related discipline, or a recognised diploma programme in horticulture or related field equivalent to the Qualifications Framework (QF) Level 3 or above, or a qualification or certification from a professional institute or organisation of horticulture with standards equivalent to those of the Certified Horticulturist from the American Society for Horticultural Science or above.</li> <li>Arborists must obtain a qualification of "Registered Arborists" from recognised institutions, including the International Society of Arboriculture and the Hong Kong Institute of Landscape Architects, etc.</li> <li>"Arborist Trainees" means the trainee under the Urban Forestry Support Fund - Trainee Programme of Hong Kong Institute of Construction (HKIC). For details, please visit <a href="http://www.hkic.edu.hk">www.hkic.edu.hk</a>.</li> <li>"Certificate in Supervision of Tree Works" means a course conducted by the HKIC. For details, please visit <a href="http://www.hkic.edu.hk">www.hkic.edu.hk</a>.</li> <li>"Competent persons" refers to a person who is qualified to issue "Form 5".</li> </ol>
2.3 Continuous professional development (CPD)	<ol style="list-style-type: none"> <li>This registration requirement is applicable to <u>renewal applications</u> only.</li> <li>Each member of senior management, technical staff and safety staff must have completed at least 5 hours per year recognised CPD.</li> <li>CPD includes relevant classroom or online training courses, seminars, conferences, visits, workshops etc. organized by the Construction Industry Council, relevant Government departments, public bodies, professional institutions, trade associations, labour unions recognised by the Committee, etc. Recognised areas of CPD include safety, law, industry development, specialist trade management, construction technology application and corporate governance.</li> </ol>
2.4 Other	<ol style="list-style-type: none"> <li>These registration requirements are applicable to certain grouping of designated trades only.</li> <li>BIM Viewer / Coordinator means employee completed relevant training provided by the CIC. The named BIM Viewer, senior management, technical staff and safety staff above may be the same person, but shall meet all respective requirements at the same time.</li> <li>Innovative technology means technology on the pre-approved lists under the "Construction Innovation and Technology Fund", or equivalent. Item list please see <a href="http://www.citf.cic.hk">www.citf.cic.hk</a>.</li> <li>Participation in industry worker training means having participated in various training programmes of the CIC including Hong Kong Institute of Construction (HKIC) or having employed graduates of full-time programme of HKIC within previous 3 years. For details please visit <a href="http://www.hkic.edu.hk">www.hkic.edu.hk</a>.</li> <li>Registered Minor Works Contractors (RMWC) means RMWC (Individual) or RMWC (Company) registered under the Building Ordinance. For RMWC (Individual), he/she must be the director/ proprietor/partner of the registered company. For details please visit <a href="http://www.bd.gov.hk">www.bd.gov.hk</a>.</li> <li>Training course for registration as RMWC recognised by the Building Department (BD) includes the "RMWC (Individual) Class III Minor Works Training Course", "Refresher Course for RMWC (Individual)</li> </ol>

Registration Requirements	Definitions and Notes
	<p>Class III Minor Works” and “Refresher Course for RMWC (Company) Class I/II Minor Works” organized by HKIC or Vocational Training Council, and other equivalent courses.</p> <p>7. BIM Coordinators (Associate) means registered as a recognised BIM personnel under the CIC BIM Certification and Accreditation Schemes.</p> <p>8. “Certificate for Lifting Safety Supervisors” means the lifting course conducted by the Hong Kong Institute of Construction, or other related courses.</p>
<b>3. Job Experience</b>	
3.1 Track record	<p>1. Track record shall be directly relevant to the designated trade applied for.</p> <p>2. Unless otherwise specified, the contract value is normally based on an ‘all-in’ sum of labour and materials.</p> <p>3. Recognised track record includes job reference report (standard proforma is attached in Schedule 5) or completion certificate or proof of payment for contract works (release of retention for defect liability period is not required). Other applicable formats that fulfill the registration requirements may be used.</p>
<b>4. Execution</b>	
4.1 Long-term employment staff (may include technical staff)	<p>1. Skilled or semi-skilled workers means registered skilled or semi-skilled worker registered with the relevant trade divisions under the Construction Workers Registration Ordinance (Cap. 583).</p> <p>2. Apprentice refers to a person who has joined apprenticeship scheme or training programme operated and recognised by CIC or Vocational Training Council.</p> <p>3. If the technical staff named in item 2.2 is a skilled worker, who can also be named as one of the long-term employment staff under this item.</p> <p>4. Long-term employment refers to the employment of a worker under a “continuous contract” as defined in the Employment Ordinance of Hong Kong.</p> <p>5. “Tree Climber Trainees” means the trainee under the Urban Forestry Support Fund - Trainee Programme of Hong Kong Institute of Construction. For details, please visit <a href="http://www.hkic.edu.hk">www.hkic.edu.hk</a>.</p> <p>6. Advanced or Intermediate Level Truss-out Scaffolder Safety Training Certificate" means a recognized qualification for "Truss-out Scaffolder Safety Training" issued by Hong Kong Construction Industry Trade Testing Centre.</p>
4.2 Other	<p>1. This registration requirement is applicable to certain grouping of designated trades only.</p> <p>(i) Advanced tree diagnostic equipment means resistograph and tomograph, and auxiliary plant and tools for ready set-up, testing, fine-tuning and maintenance of the equipment, etc.</p> <p>(ii) Fall protection devices refer to devices meeting Labour Department's standards including full-body safety harnesses and lanyard systems, etc.</p>
<b>5. Finance</b>	
5.1 Employed capital	<p>1. Employed capital refers to the shareholders' funds. It basically comprises capital, reserves and retained profits of a company.</p> <p>2. The amount of employed capital will be assessed based on the annual return and financial statements/proof provided.</p>

Registration Requirements	Definitions and Notes
5.2 Working capital	<ol style="list-style-type: none"> <li>1. Working capital refers to the net current asset position (current assets minus current liabilities) of a company.</li> <li>2. The amount of working capital will be assessed based on the annual return and financial statements/proof provided.</li> </ol>
5.3 Tender Limit	<ol style="list-style-type: none"> <li>1. To be verified by project owner / consultant or main contractor.</li> <li>2. Unless otherwise specified, the contract value is normally based on “all-in” sum of labour and materials.</li> </ol>
5.4 Auditor's report	<ol style="list-style-type: none"> <li>1. Annual financial statements for last accounting years audited and certified by certified public accountants.</li> <li>2. It shall be for a period ending no more than 18 months before submission date.</li> <li>3. It includes auditors' report, balance sheets, profit and loss accounts and cash flow statements together with relevant notes showing details of accounting shareholders' fund, non-current assets and liabilities, investments, current assets and current liabilities.</li> </ol>
5.5 Other	<ol style="list-style-type: none"> <li>1. Other supporting documents that may be considered to supplement the information in the financial statements, such as: recent company's bank statements, proof of bank credit limits and letter signed by company's shareholders/directors undertake to support the company's ongoing operations, with the amounts up to corresponding levels of employed capital and working capital of the designated trades.</li> </ol>
<b>6. Integrity Management</b>	
6.1 Integrity Policy	<ol style="list-style-type: none"> <li>1. Integrity policy is the company internal policy on formulation and execution of integrity management system. All sole proprietor / partners / directors and staff must abide by this integrity policy.</li> <li>2. Formulate and submit the integrity policy of the company with reference to the ICAC's sample in the Schedule 3.</li> </ol>
6.2 Integrity Training	<ol style="list-style-type: none"> <li>1. This registration requirement is applicable to <u>renewal applications</u> only.</li> <li>2. Recognised integrity training must be relevant to integrity and prevention of corruption such as joining the Integrity Charter, seminars, conferences, consultation services etc. organised by the ICAC.</li> <li>3. Proof of attendance for integrity training should include the name of attendee, title, date, duration, and the organiser of the training/activity.</li> </ol>
The following two items only applicable for S21 Trade Category - Truss-out Scaffolding	
7. Employee Compensation Insurance	<ol style="list-style-type: none"> <li>1. All Employers shall procure employee compensation insurance (“workers’ insurance”) for undertaking their compensation responsibility under the law (including the common law) in accordance with the Employees’ Compensation Ordinance. Employers should ensure the procured workers’ insurances which do not have exclusions to exclude working procedures (such as erection, dismantling of scaffoldings or working on scaffolds) necessary for employees or the whole truss-out scaffolding works, that affect the protection of interest of employees.</li> </ol>
8. Safety Standards	<ol style="list-style-type: none"> <li>1. Star Enterprise refer to companies on the “OSH Star Enterprise List - Erection and Dismantling of Truss-out Scaffolding Works” under the “RMAA Safety Accreditation Scheme” of the Occupational Safety &amp; Health Council.</li> </ol>

**Trade Category: Concreting (S01)****Brief Scope of Designated Trade**

Mixing, placing and compacting concrete using vibrating machines; curing, levelling and smothering of concrete

**Tender Limits**

Group 1: Subcontracts value up to HK\$5M  
("M" denotes "million")

Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A14)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A14)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$1.1M	Provide track record for at least 2 projects of no less than a total of \$5M and at least 1 project is no less than \$2.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 8 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

Remarks: The contract values in this trade category are normally based on labour cost only.

<b>Trade Category: Concreting Formwork (S02)</b>		
<b><u>Brief Scope of Designated Trade</u></b>	<b><u>Tender Limits</u></b>	
Erecting and striking timber formwork for building works and civil construction; fixing and dismantling large panel metal formwork	Group 1: Subcontracts value up to HK\$40M ("M" denotes "million")	
	Group 2: Subcontracts of unlimited value	

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS2)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS2)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$10M	Provide track record for at least 2 projects of no less than a total of \$60M and at least 1 project is no less than \$30M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 12 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$6M
5.2 Working capital	Min. \$0.5M	Min. \$6M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Curtain Wall (S03)</b>		
<b>Brief Scope of Designated Trade</b> Installing metal frames, and fixing glasses or other material panels, for curtain walls		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$40M ("M" denotes "million") Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS9), or TCP T1 grade (or above)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS9), or TCP T1 grade (or above)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$10M	Provide track record for at least 2 projects of no less than a total of \$70M and at least 1 project is no less than \$35M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 8 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$6M
5.2 Working capital	Min. \$0.5M	Min. \$6M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Demolition (S04)</b>		
<b>Brief Scope of Designated Trade</b> Demolishing, dismantling and removing buildings and structures, or any part of them		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$5M ("M" denotes "million") Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS3), or TCP T1 grade (or above)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS3), or TCP T1 grade (or above)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$1.1M	Provide track record for at least 2 projects of no less than a total of \$5M and at least 1 project is no less than \$2.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of skilled workers or robot operators completed recognised training	Min. 4 no. of apprentices / skilled workers or robot operators completed recognised training
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$2M
5.2 Working capital	Min. \$0.5M	Min. \$2M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Erection of Concrete Precast Component (S05)</b>		
<b><u>Brief Scope of Designated Trade</u></b>	<b><u>Tender Limits</u></b>	
Erecting and fixing concrete precast component of buildings	Group 1: Subcontracts value up to HK\$3M ("M" denotes "million")	
	Group 2: Subcontracts of unlimited value	

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A12)	Min. 4 no. of technical staff with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (A12)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$0.6M	Provide track record for at least 2 projects of no less than a total of \$3M and at least 1 project is no less than \$1.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 5 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

Remarks: The contract values in this trade category are normally based on labour cost only.

<b>Trade Category: Reinforcement Bar Fixing (S06)</b>		
<b>Brief Scope of Designated Trade</b>	<b>Tender Limits</b>	
Cutting, bending and fixing reinforcement steel bars	Group 1: Subcontracts value up to HK\$20M ("M" denotes "million")	
	Group 2: Subcontracts of unlimited value	

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS5)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS5)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$7.5M	Provide track record for at least 2 projects of no less than a total of \$33M and at least 1 project is no less than \$16.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 10 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

Remarks: The contract values in this trade category are normally based on labour cost only.

<b>Trade Category: Scaffolding (S07)</b>		
<b>Brief Scope of Designated Trade</b> Erecting and dismantling bamboo or metal scaffolding required in construction works.		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$5M ("M" denotes "million") Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 4 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS7)	Min. 4 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS7)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$1.5M, and provide 1 track record with any amount	Provide track record for at least 2 projects of no less than a total of \$5M and at least 1 project is no less than \$2.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 6 no. of apprentices / semi-skilled/skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

**Trade Category: Plastering (S08)****Brief Scope of Designated Trade**

Plastering, tiling, screeding and brick/block work (except stone and marble works) for building and civil construction.

**Tender Limits**

Group 1: Subcontracts value up to HK\$10M ("M" denotes "million")  
Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 3 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 2 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS6)	Min. 3 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS6)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Others	Not Applicable	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$0.5M of satisfactory performance	Provide track record for at least 2 projects of no less than a total of \$16M and at least 1 project is no less than \$8M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 8 no. of apprentices / semi-skilled/skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$1M
5.2 Working capital	Min. \$0.2M	Min. \$1M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity Management</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

**Trade Category: Suspended Ceiling (S09)****Brief Scope of Designated Trade**

Installing suspended ceiling including fixing brackets, installing frame and fascias for building construction

**Tender Limits**

Group 1: Subcontracts value up to HK\$7M ("M" denotes "million")

Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 3 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Provide track record for at least 1 project of no less than \$1M of satisfactory performance	Provide track record for at least 2 projects of no less than a total of \$10M of satisfactory performance and at least 1 project is no less than \$5M
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above)	Min. 3 no. of technical staff with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$1M	Provide track record for at least 2 projects of no less than a total of \$10M and at least 1 project is no less than \$5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled / skilled workers	Min. 6 no. of semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.5M	Min. \$1.5M
5.2 Working capital	Min. \$0.5M	Min. \$1.5M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

**Trade Category: Tower Crane (Erecting, Dismantling and Altering Height) (\$10)**

**Brief Scope of Designated Trade**

Transporting, erecting, dismantling, altering height of tower crane (except renting and operating), and the site lifting operations

**Tender Limits**

Group 1: Subcontracts value up to HK\$2M ("M" denotes "million")

Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Provide track record for at least 1 project of no less than \$0.5M of satisfactory performance	Provide track record for at least 2 projects of no less than a total of \$2M of satisfactory performance and at least 1 project is no less than \$1M
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff <sup>1</sup>	Min. 1 no. of technical staff with 5 years of relevant experience and qualification	Min. 3 no. of technical staff with 5 years of relevant experience and qualification
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$0.5M	Provide track record for at least 2 projects of no less than a total of \$2M and at least 1 project is no less than \$1M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of competent workers <sup>2</sup>	Min. 6 no. of competent workers <sup>3</sup>
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$1M
5.2 Working capital	Min. \$0.2M	Min. \$1M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<sup>1</sup> Relevant experience and qualification: completed the CIC Tower Crane Competent Person (Erecting, Dismantling, Telescoping & Climbing) Course and the A11 Silver Card Course.

<sup>2</sup> Competent workers: Min. 4 years of relevant experience and completed the A11 Silver Card Course.

<sup>3</sup> Ditto.

<b>Trade Category: Building Drainage Installation (S11)</b>		
<b><u>Brief Scope of Designated Trade</u></b>	<b><u>Tender Limits</u></b>	
Construction of foul water and rainwater drainage systems for building works	Group 1: Subcontracts value up to HK\$10M ("M" denotes "million")	
	Group 2: Subcontracts of unlimited value	

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Provide track record for at least 1 project of no less than \$0.5M of satisfactory performance	Provide track record for at least 2 projects of no less than a total of \$8M of satisfactory performance and at least 1 project is no less than \$4M
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS4)	Min. 3 no. of technical staff with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS4); or with relevant academic qualification and experience <sup>1</sup>
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$0.5M	Provide track record for at least 2 projects of no less than a total of \$8M and at least 1 project is no less than \$4M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled /skilled workers	Min. 4 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$1M
5.2 Working capital	Min. \$0.2M	Min. \$1M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<sup>1</sup> Relevant academic qualification and experience: Diploma or above and serve as project management / design / site supervision personnel / Licensed Plumber

**Trade Category: Levelling and Setting Out (S12)****Brief Scope of Designated Trade**

Levelling and setting out job lines in construction works and excluding land, engineering, topographic and hydrographic etc. survey services as well as geospatial data services

**Tender Limits**

Group 1: Subcontracts value up to HK\$2M ("M" denotes "million")

Group 2: Subcontracts of unlimited value

	Group 1	Group 2
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 7 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above)	Min. 3 no. of technical staff with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$0.5M, and provide 1 track record with any amount	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$2.5M, and provide 1 track record of which the contract value must not be less than \$1M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled /skilled workers	Min. 4 no. of apprentices / semi-skilled / skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$1M
5.2 Working capital	Min. \$0.2M	Min. \$1M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Building Maintenance (S13)</b>		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$1.5M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$8M Group 2: Subcontracts of unlimited value
<b>Brief Scope of Designated Trade</b> Carrying out building maintenance and repair works		
	<b>Group 1</b>	<b>Group 1 (Advanced)</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 nos. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with relevant academic qualification and experience <sup>1</sup>	Min. 2 no. with relevant academic qualification and experience <sup>1</sup> , at least one of them is TCP T1 or above <sup>2</sup>
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Other	Must be a RMWC Class III or equivalent or above, or min. 1 no. of senior management or technical staff have completed a training course for registration as RMWC recognised by the BD or equivalent	Must be a RMWC Class III or equivalent or above
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$0.6M, and provide 1 track record with any amount	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$3M, and provide 1 track record with any amount
<b>4. Execution</b>		
1.1 Long-term employment staff	Min. 2 no. of semi-skilled /skilled workers, or registered construction worker who completed any HKIC courses in building repair, maintenance and renovation or other recognised training courses	Min. 4 no. of apprentices / semi-skilled /skilled workers, or registered construction worker who completed the HKIC courses in building repair, maintenance and renovation or other recognised training courses
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$0.8M
5.2 Working capital	Min. \$0.2M	Min. \$0.8M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years.

<sup>2</sup> TCP T1 or above: Authorised Signatory confirmed by the Building Authority is deemed equivalent to TCP T3

<b>Trade Category: Building Maintenance (S13)</b> <b>Tender Limits</b> <b>Brief Scope of Designated Trade</b> Carrying out building maintenance and repair works		Group 1: Subcontracts value up to HK\$1.5M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$8M Group 2: Subcontracts of unlimited value
	<b>Group 1</b>	<b>Group 1 (Advanced)</b>
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Building Maintenance (S13)</b>		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$1.5M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$8M Group 2: Subcontracts of unlimited value
<b>Brief Scope of Designated Trade</b> Carrying out building maintenance and repair works		
	<b>Group 2</b>	
<b>1. Safety</b>		
1.1 Safety staff	Min. 3 nos. with safety supervisor qualification (or above)	
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	
<b>2. Management</b>		
2.1 Senior management	Min. 2 no. with 5 years of relevant project management experience	
2.2 Technical staff	Min. 3 no. with relevant academic qualification and experience <sup>1</sup> , at least one of them is TCP T3 or above <sup>2</sup>	
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	
2.4 Other	Must be a RMWC Class III or equivalent or above	
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$6M, and provide 1 track record with any amount	
<b>4. Execution</b>		
4.1 Long-term employment staff	Min. 6 no. of apprentices / semi-skilled /skilled workers, or registered construction worker who completed the HKIC courses in building repair, maintenance and renovation or other recognised training courses	
<b>5. Finance</b>		
5.1 Employed capital	Min. \$1.2M	
5.2 Working capital	Min. \$1.2M	
5.3 Audited report	Submit the annual return and audited financial statements	
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years.

<sup>2</sup> TCP T3 or above: Authorised Signatory confirmed by the Building Authority is deemed equivalent to TCP T3

<b>Trade Category: Interior Fitting-out (S14)</b> <b>Brief Scope of Designated Trade</b> Carrying out interior fitting-out works		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$2M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$10M Group 2: Subcontracts of unlimited value
	<b>Group 1</b>	<b>Group 1 (Advanced)</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 no. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with relevant academic qualification and experience <sup>1</sup>	Min. 2 no. with relevant academic qualification and experience <sup>1</sup>
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Other	Must be a RMWC Class III or equivalent or above, or min. 1 no. of senior management or technical staff have completed a training course for registration as RMWC recognised by the BD or equivalent	Must be a RMWC Class III or equivalent or above
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$0.8M, and provide 1 track record with any amount	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$4M, and provide 1 track record with any amount
<b>4. Execution</b>		
4.1 Long-term employment staff	Min. 2 no. of semi-skilled /skilled workers, or registered construction worker who completed any HKIC courses in building repair, maintenance and renovation or other recognised training courses	Min. 4 no. of apprentices / semi-skilled /skilled workers, or registered construction worker who completed the HKIC courses in building repair, maintenance and renovation or other recognised training courses
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$1M
5.2 Working capital	Min. \$0.2M	Min. \$1M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years

<b>Trade Category: Interior Fitting-out (S14)</b>  <b>Brief Scope of Designated Trade</b> Carrying out interior fitting-out works		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$2M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$10M Group 2: Subcontracts of unlimited value
		<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 3 no. with safety supervisor qualification (or above)	
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	
<b>2. Management</b>		
2.1 Senior management	Min. 2 no. with 5 years of relevant project management experience	
2.2 Technical staff	Min. 3 no. with relevant academic qualification and experience <sup>1</sup>	
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	
2.4 Other	Must be a RMWC Class III or equivalent or above	
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$8M, and provide 1 track record with any amount	
<b>4. Execution</b>		
4.1 Long-term employment staff	Min. 6 no. of apprentices / semi-skilled /skilled workers, or registered construction worker who completed the HKIC courses in building repair, maintenance and renovation or other recognised training courses	
<b>5. Finance</b>		
5.1 Employed capital	Min. \$1.5M	
5.2 Working capital	Min. \$1.5M	
5.3 Audited report	Submit the annual return and audited financial statements	
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years

<b>Trade Category: Painting (S15)</b>  <b>Brief Scope of Designated Trade</b> Painting in construction works		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$2M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$8M Group 2: Subcontracts of unlimited value
	<b>Group 1</b>	<b>Group 1 (Advanced)</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 no. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above) and completed the Silver Card Course (AS1)	Min. 2 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above), at least one of them completed the Silver Card Course (AS1)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Other	Not Applicable	Not Applicable
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$0.2M, or provide proof showing that the average annual contract value completed over the past 3 years at most is not less than \$0.6M	Provide track record for at least 1 project of no less than \$1M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled /skilled workers	Min. 3 no. of apprentices / semi-skilled /skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$0.8M
5.2 Working capital	Min. \$0.2M	Min. \$0.8M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Painting (S15)</b>  <b>Brief Scope of Designated Trade</b> Painting in construction works		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$2M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$8M Group 2: Subcontracts of unlimited value
		<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 3 no. with safety supervisor qualification (or above)	
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	
<b>2. Management</b>		
2.1 Senior management	Min. 2 no. with 5 years of relevant project management experience	
2.2 Technical staff	Min. 3 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above), at least min. 1 of them completed the Silver Card Course (AS1); or with relevant academic qualification and experience <sup>1</sup>	
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	
2.4 Other	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training	
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 2 projects and at least 1 project is no less than \$2M	
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 6 no. of apprentices / semi-skilled /skilled workers	
<b>5. Finance</b>		
5.1 Employed capital	Min. \$1.5M	
5.2 Working capital	Min. \$1.5M	
5.3 Audited report	Submit the annual return and audited financial statements	
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years

<b>Trade Category: Metal Work (S16)</b>  <b>Brief Scope of Designated Trade</b> Erecting temporary or permanent metal components in construction sites		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$1.5M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$6M Group 2: Subcontracts of unlimited value
	<b>Group 1</b>	<b>Group 1 (Advanced)</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 no. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above); or with relevant academic qualification and experience <sup>1</sup>	Min. 2 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above); or with relevant academic qualification and experience <sup>1</sup>
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Other	Not Applicable	Not Applicable
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$0.5M	Provide track record for at least 1 project of no less than \$1.5M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled /skilled workers	Min. 3 no. of apprentices / semi-skilled /skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$0.8M
5.2 Working capital	Min. \$0.2M	Min. \$0.8M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years

<b>Trade Category: Metal Work (S16)</b>  <b>Brief Scope of Designated Trade</b> Erecting temporary or permanent metal components in construction sites		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$1.5M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$6M Group 2: Subcontracts of unlimited value
		<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 3 no. with safety supervisor qualification (or above)	
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	
<b>2. Management</b>		
2.1 Senior management	Min. 2 no. with 5 years of relevant project management experience	
2.2 Technical staff	Min. 3 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above); or with relevant academic qualification and experience <sup>1</sup>	
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	
2.4 Other	Min. 1 no. of BIM Viewer and adopted min. 1 no. of innovative technology; participated in industry worker training	
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 2 projects of no less than a total of \$6M and at least 1 project is no less than \$3M	
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 6 no. of apprentices / semi-skilled /skilled workers	
<b>5. Finance</b>		
5.1 Employed capital	Min. \$1.5M	
5.2 Working capital	Min. \$1.5M	
5.3 Audited report	Submit the annual return and audited financial statements	
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years

<b>Trade Category: Structural Steelwork (S17)</b>  <b>Brief Scope of Designated Trade</b> Erecting structural steel frames for permanent civil engineering and building structures (excluding temporary structural steelworks for excavation and lateral support, basement construction etc.)		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$2M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$15M Group 2: Subcontracts of unlimited value
	<b>Group 1</b>	<b>Group 1 (Advanced)</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 no. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above); or with relevant academic qualification and experience <sup>1</sup> ; min. 1 no. completed the Silver Card Course (A12/A12S)	Min. 2 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above); or with relevant academic qualification and experience <sup>1</sup> ; min. 2 no. completed the Silver Card Course (A12/A12S)
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
2.4 Other	Min. 1 no. of BIM Viewer	Min. 2 no. of BIM Viewer
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 1 project of no less than \$0.5M	Provide track record for at least 1 project of no less than \$2M
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 2 no. of semi-skilled /skilled workers	Min. 3 no. of apprentices / semi-skilled /skilled workers
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$0.8M
5.2 Working capital	Min. \$0.2M	Min. \$0.8M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years

<b>Trade Category: Structural Steelwork (S17)</b>  <b>Brief Scope of Designated Trade</b> Erecting structural steel frames for permanent civil engineering and building structures (excluding temporary structural steelworks for excavation and lateral support, basement construction etc.)		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$2M ("M" denotes "million") Group 1 (Advanced): Subcontracts value up to HK\$15M Group 2: Subcontracts of unlimited value
		<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 3 no. with safety supervisor qualification (or above)	
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	
<b>2. Management</b>		
2.1 Senior management	Min. 2 no. with 5 years of relevant project management experience	
2.2 Technical staff	Min. 3 no. with 5 years of experience and qualification relevant to the designated trade applying for (skilled worker or above); or with relevant academic qualification and experience <sup>1</sup> ; min. 3 no. completed the Silver Card Course (A12/A12S); min. 1 no. TCP T4 grade or above; or equivalent qualified individuals	
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	
2.4 Other	Min. 1 no. completed the BIM Coordinator training course or registered as a BIM Coordinator (Associate); min 1 no. completed the "Certificate for Lifting Safety Supervisors" course or other related courses; adopted min. 1 no. of innovative technology; participated in industry worker training	
<b>3. Job Experience</b>		
3.1 Track record	Provide track record for at least 2 projects of no less than a total of \$15M and at least 1 project is no less than \$7.5M	
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min. 6 no. of apprentices / semi-skilled /skilled workers	
<b>5. Finance</b>		
5.1 Employed capital	Min. \$1.5M	
5.2 Working capital	Min. \$1.5M	
5.3 Audited report	Submit the annual return and audited financial statements	
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	

<sup>1</sup> Relevant academic qualification and experience: Degree holder or above in architecture/surveying/engineering or engineering management shall have 3 years experience in project management or site supervision; Holder of Higher Diploma/Higher Certificate: 5 years; Holder of Diploma/Certificate: 8 years; No Diploma/Certificate: 10 years

<b>Trade Category: Horticultural Works (S18)</b>  <b>Brief Scope of Designated Trade</b> Filling soil, planting lawns, flowers, trees, hydroseeding, slope greening works, horticultural maintenance, irrigation systems, and landscape facilities		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$1M ("M" denotes "million") Group 2: Subcontracts of unlimited value
	<b>Group 1</b>	<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 no. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience as a Horticulturalist; or completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 3 or above; or obtaining the Level 3 of recognised qualifications under the "Recognition of Prior Learning"	Min. 2 no. with 5 years of experience as a Horticulturalist; or completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 3 or above; or obtaining the Level 3 of recognised qualifications under the "Recognition of Prior Learning"
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the total contract value completed over the past 3 years at most is not less than \$1.5M, and provide 1 track record	Provide proof showing that the total contract value completed over the past 3 years at most is not less than \$6M, and provide 1 track record
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min 1 no. of skilled workers completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 1 or above; or obtaining the Level 2 of recognised qualifications under the "Recognition of Prior Learning"	Min 4 no. of apprentices / skilled workers completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 1 or above; or obtaining the Level 2 of recognised qualifications under the "Recognition of Prior Learning"
4.2 Other	Not Applicable	Owning or leasing a nursery located in Hong Kong. (Area not less than 1,000m <sup>2</sup> )
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$2M
5.2 Working capital	Min. \$0.2M	Min. \$2M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Arboricultural Works (S19)</b>		<b>Tender Limits</b> Group 1: Subcontracts value up to HK\$0.3M ("M" denotes "million") Group 2: Subcontracts of unlimited value
<b>Brief Scope of Designated Trade</b> Pruning, felling, transplantation, and maintenance of existing trees		
	<b>Group 1</b>	<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 no. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience as an Arborists; or completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 3 or above; or obtaining the Level 3 of recognised qualifications under the "Recognition of Prior Learning"	Min. 2 no. with 5 years of experience as an Arborists; 1 no. of them can be "Arborist Trainees" of HKIC; or completed "Certificate in Supervision of Tree Works" of HKIC; or completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 3 or above; or obtaining the Level 3 of recognised qualifications under the "Recognition of Prior Learning"
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the total contract value completed over the past 3 years at most is not less than \$1.5M, and provide 1 track record	Provide proof showing that the total contract value completed over the past 3 years at most is not less than \$3M, and provide 1 track record
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min 1 no. of skilled workers completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 1 or above; or obtaining the Level 2 of recognised qualifications under the "Recognition of Prior Learning"	Min 4 no. of apprentices / skilled workers completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 1 or above; or obtaining the Level 2 of recognised qualifications under the "Recognition of Prior Learning"; or "Tree Climber Trainees" of HKIC
4.2 Other	Owning advanced tree diagnostic equipment	Owning advanced tree diagnostic equipment
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$1M
5.2 Working capital	Min. \$0.2M	Min. \$1M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Skyrise Greenery Works (S20)</b>		<b>Tender Limits</b>
<b>Brief Scope of Designated Trade</b>		Group 1: Subcontracts value up to HK\$1M ("M" denotes "million")
Roof greening and vertical greening		Group 2: Subcontracts of unlimited value
	<b>Group 1</b>	<b>Group 2</b>
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above)	Min. 2 no. with safety supervisor qualification (or above)
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience	Min. 1 no. with 5 years of relevant project management experience
2.2 Technical staff	Min. 1 no. with 5 years of experience as a Horticulturalist or Arborists and completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 3 or above; or obtaining the Level 3 of recognised qualifications under the "Recognition of Prior Learning"; or TCP T1 grade or above	Min. 2 no. with 5 years of experience as a Horticulturalist or Arborists and completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 3 or above; or obtaining the Level 3 of recognised qualifications under the "Recognition of Prior Learning"; or TCP T1 grade or above
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognised CPD
<b>3. Job Experience</b>		
3.1 Track record	Provide proof showing that the total contract value completed over the past 3 years at most is not less than \$1.5M, and provide 1 track record	Provide proof showing that the total contract value completed over the past 3 years at most is not less than \$6M, and provide 1 track record
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min 2 no. of skilled workers completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 1 or above; or obtaining the Level 2 of recognised qualifications under the "Recognition of Prior Learning"; or registered construction workers of relevant trade division	Min 4 no. of apprentices / skilled workers completed a programme in Arboriculture & Horticulture equivalent to the Qualifications Framework Level 1 or above; or obtaining the Level 2 of recognised qualifications under the "Recognition of Prior Learning"; or registered construction workers of relevant trade division
4.2 Other	Not Applicable	Owning or leasing a nursery located in Hong Kong. (Area not less than 1,000m <sup>2</sup> )
<b>5. Finance</b>		
5.1 Employed capital	Min. \$0.2M	Min. \$2M
5.2 Working capital	Min. \$0.2M	Min. \$2M
5.3 Audited report	Submit the annual return and audited financial statements	Submit the annual return and audited financial statements
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy	Submit company integrity policy
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)

<b>Trade Category: Truss-out Scaffolding (S21)</b>		<b>Tender Limits</b> Not applicable
<b>Brief Scope of Designated Trade</b> Erection and dismantling truss-out scaffolding works on external wall required in maintenance and fitting-out works		
<b>Group 1 (Single Grouping only)</b>		
<b>1. Safety</b>		
1.1 Safety staff	Min. 1 no. with safety supervisor qualification (or above) or completion of relevant accredited safety training courses, such as (DOCC)Certificate Course in Safety at Work for Repair, Maintenance, Alteration and Addition Works under Occupational Safety and Health Council or Hong Kong Institute of Construction's safety training courses for Truss-out Scaffolding.	
1.2 Site safety record	Involved not more than 5 conviction records or any fatal incident in any 6-month period in the past 2 years, otherwise must complete safety audit.	
<b>2. Management</b>		
2.1 Senior management	Min. 1 no. with 5 years of relevant project management experience.	
2.2 Technical staff	Min.1 no. qualified persons	
2.3 Continuous professional development (CPD)	Each of the abovementioned senior management, technical staff and safety staff should have completed at least 5 hours per year recognized CPD.	
<b>3. Job Experience</b>		
3.1 Track record	Average annual total contracts sum not less than \$0.5M over the past 3 years.	
<b>4. Execution</b>		
4.1 Long-term employment staff (may include technical staff)	Min 2 no. of skilled/semi-skilled workers of “Scaffolder (Master)” / “Bamboo Scaffolder” designated trades who also holds the Advanced/Intermediate Level Truss-out Scaffolder Certificate.	
4.2 Other	Possesses at least 3 sets of fall protection devices, including full-body safety harnesses and lanyard systems.	
<b>5. Finance</b>		
5.1 Employed capital	Min. \$60,000.	
5.2 Working capital	Min. \$60,000.	
5.3 Audited report	Submit the annual return and audited financial statements.	
<b>6. Integrity</b>		
6.1 Integrity Policy	Submit company integrity policy <sup>1</sup>	
6.2 Integrity Training	Min. 1 no. of senior management staff should have completed at least 1 hour of integrity training within each term of registration (can be counted under item 2.3 above)	
<b>7. Employee Compensation Insurance</b>		
7.1 Employee Compensation Insurance	Provide a valid employee compensation insurance. <sup>2</sup>	
<b>8. Safety Standards</b>		
8.1 Star Enterprise	Star Enterprise refer to companies on the “OSH Star Enterprise List - Erection and Dismantling of Truss-out Scaffolding Works” under the “RMAA Safety Accreditation Scheme” of the Occupational Safety & Health Council.	

<sup>1</sup> "Competent Persons" refer to individuals who are qualified to issue "Form 5" for scaffolds.

<sup>2</sup> All Employers shall procure employee compensation insurance ("workers' insurance") for undertaking their compensation responsibility under the law (including the common law) in accordance with the Employees' Compensation Ordinance. Employers should ensure the procured workers' insurances which do not have exclusions to exclude working procedures (such as erection, dismantling of scaffoldings or working on scaffoldings) necessary for employees or the whole truss-out scaffolding works, that affect the protection of interest of employees.

## List of Supporting Documents required for registration

Registration Requirement	Supportive Document
<b>1. Safety</b>	
1.1 Safety Staff	1. Copy of valid certificate of recognised construction industry safety supervisor course (or other recognised safety training applicable to certain designated trades) or other relevant certificate of qualification above
1.2 Site safety record	1. Safety audit report (if applicable)
<b>2. Management</b>	
2.1 Senior management	<ol style="list-style-type: none"> <li>1. Curriculum vitae of the director / proprietor / partner (including job position &amp; responsibilities, project experience and employment period etc.) to prove he / she possesses experiences in the designated trade the company is applying for;</li> <li>2. If applicable, latest Companies Registry's Annual Return (NAR1) confirming the identity as company director. For unincorporated businesses, Certified Extracts of Information on Business Register issued by the Inland Revenue Department (Form IRBR 152)</li> </ol>
2.2 Technical staff	<ol style="list-style-type: none"> <li>1. Curriculum vitae / proof or references of the technical staff (including job position &amp; responsibilities, project experience and employment period etc.) to prove he / she possesses experiences in the designated trade the company is applying for;</li> <li>2. Proof of valid registration of the technical staff as a skilled worker or above under the Construction Workers Registration Ordinance or equivalent qualifications to prove he / she possesses the qualification in the designated trade the company is applying for;</li> <li>3. The CIC registration number of the CIC TCP (if applicable);</li> <li>4. Relevant proof of Horticulturalist / Arborists (if applicable);</li> <li>5. Relevant proof of satisfactorily completed a recognised diploma programme equivalent to the required level in the Hong Kong Qualifications Framework, or obtaining the required level of recognised qualifications under the "Recognition of Prior Learning" (if applicable);</li> <li>6. Relevant proof of "Arborist Trainees" under Urban Forestry Support Fund - Trainee Programme of the HKIC (if applicable);</li> <li>7. Completion certificate of the "Certificate in Supervision of Tree Works" course conducted by the HKIC (if applicable)</li> </ol>
2.3 Continuous professional development (CPD)	CPD records including attendance certificates or proof of participation bearing the names of attendants and duration of courses / events (applicable to renewal applications only)
2.4 Other (only applicable to certain designated trades)	<ol style="list-style-type: none"> <li>1. Completion certificate of the BIM Viewer / Coordinator training course;</li> <li>2. Relevant record of the purchased / adopted innovative technology</li> <li>3. Relevant record of having participated in CIC or HKIC training programmes or employed graduates of HKIC full-time programmes within previous 3 years;</li> <li>4. Completion certificate of training course for registration for RMWC recognised by BD;</li> <li>5. Copy of Certificate of RMWC or Registration Card issued by BD;</li> <li>6. Relevant record of registration as a BIM Coordinator (Associate);</li> <li>7. Completion certificate of the "Certificate for Lifting Safety Supervisors" or other related courses.</li> </ol>
<b>3. Job Experience</b>	
3.1 Track record	<ol style="list-style-type: none"> <li>1. Job reference report or completion certificate or proof of payment for contract works (release of retention for defect liability period is not required) or equivalent, within 3 years from the application date;</li> <li>2. Relevant part of the contract showing contract value and main work scope</li> </ol>

Registration Requirement	Supportive Document
4. Execution	
4.1 Long-term employment staff (may include technical staff)	<div>1. For Apprentice, provide copy of apprentice employment contract or equivalent;</div> <div>2. The Construction Worker Registration Number of the semi-skilled/skilled worker;</div> <div>3. For other training programmes, provide proof of entry requirements, course or curriculum content, assessment criteria and other applicable information which are equivalent to skills required for the Committee's consideration;</div> <div>4. Relevant proof of satisfactorily completed a recognised diploma programme equivalent to the required level in the Hong Kong Qualifications Framework, or obtaining the required level of recognised qualifications under the "Recognition of Prior Learning" (if applicable);</div> <div>5. Relevant proof of "Tree Climber Trainees" under Urban Forestry Support Fund - Trainee Programme of the HKIC (if applicable)</div>
4.2 Other (only applicable to certain designated trades)	<div>1. Relevant proof of owning or leasing a nursery located in Hong Kong. (Area not less than 1,000m<sup>2</sup>);</div> <div>2. Relevant proof of owning advanced tree diagnostic equipment</div>
5. Finance	
5.1 Employed capital	<div>1. Provide latest Companies Registry's Annual Return (NAR1);</div> <div>2. Provide annual financial statements for last accounting years audited and certified by certified public accountants;</div> <div>3. Other additional alternative financial proofs (please refer to Schedule 2)</div>
5.2 Working capital	
5.3 Auditor's report	
6. Integrity	
6.1 Integrity Policy	Company integrity policy (please make reference to Schedule 3)
6.2 Integrity Training	<div>1. This registration requirement is applicable to <u>renewal applications</u> only.</div> <div>2. Proof of attendance for integrity training should include the name of attendee, title, date, duration, and the organiser of the training/activity</div>
The following two items only applicable for S21 Trade Category - Truss-out Scaffolding	
7.1 Employee Compensation Insurance	Provide proof of a valid employee compensation insurance.
8.1 Safety Standards	Provide proof for the Star Enterprise that provide erecting, dismantling, or using truss-out scaffolds listed in the OSH Star Enterprise List under OSH Star Enterprise – RMAA Safety Accreditation Scheme.

## Schedule 3 – Integrity Policy and Code of Conduct Guidance Document

### 1.0 General

This Integrity Policy and Code of Conduct Guidance Document describes formulation of integrity policy and the basic standard of conduct expected for all sole proprietor, partners, directors and staff of Registered Specialist Trade Contractors (RSTC). The guidelines given in each of the aspects are considered useful to help top management of RSTC to understand the required standard of conduct. Top management of RSTC are responsible for setting out and promulgating a written company integrity policy and code of conduct in accordance with this guideline document and sample integrity policy.

### 2.0 Integrity Policy

The integrity policy formulated and implemented by the company must be equivalent and not inferior that the sample below:

#### **Sample Integrity Policy**

(name of Company) (“Company”) prohibits all forms of bribery and corruption and is committed to integrity, honesty and anti-corruption practices in doing business. All sole proprietor / partners / directors\* and staff (hereafter referred as “personnel”) must abide by this integrity policy and the associated company rules / guidelines / code of conduct\*.

- Our Company and all personnel have to observe the Prevention of Bribery Ordinance (Cap. 201), the Competition Ordinance (Cap. 619) and other integrity-related laws in Hong Kong Special Administrative Region.
- Our Company does not allow our personnel to solicit or accept any advantages<sup>1</sup> from any individuals or organisations having business dealings with our Company unless permission is granted for the acceptance.
- Our Company prohibits all personnel from offering advantages to any staff or member of a government department or public body while having dealings of any kind with them. We also prohibit all personnel from offering advantages to any individual of organisations, whether directly or indirectly, for influencing them in any dealing, when conducting business with our Company.
- Our Company’s personnel are required to avoid accepting lavish or frequent entertainment from others having business dealings with our Company.
- Our company requires all personnel to avoid any conflict of interest situation, or the perception of such. If unavoidable, the personnel concerned should make a declaration to the approving authority who should decide on the actions for mitigating the conflict.
- Our Company prohibits all personnel from disclosing any classified information without authorisation, and misusing any Company information.
- Our Company has an internal reporting mechanism for our personnel to enquire matters relating to integrity and report possible breaches of integrity requirements. Our Company handles these reports promptly and in strict confidence.
- Our Company strictly forbids retaliation against any personnel who, in good faith, reports possible breaches of integrity requirements or who participates in the inquiry / investigation of the allegation.

- Any personnel in breach of integrity requirements will be subject to internal disciplinary action, including termination of appointment and / or referral to relevant law enforcement agencies. Our Company will render full assistance to law enforcement agencies in the investigation of criminal offences.
- Our Company is committed to partner with ethical business counterparts who share the same value and commit to the same integrity standard.

Name & Signature(s) of Top Management <sup>2</sup>: \_\_\_\_\_

Company Chop: \_\_\_\_\_

Date : \_\_\_\_\_

<sup>1</sup> Advantage is defined under the Prevention of Bribery Ordinance (Cap. 201) covering any gift, loan, fee, reward, commission, office, employment contract, discharge from obligation/liability/loan, service and favour, exercise or forbearance from exercise of right/power/duty, etc.

<sup>2</sup>Top Management means the registered company director under the Companies Ordinance or sole proprietor or partners for unincorporated companies, or person authorized by the company.

\* delete as appropriate

### **3.0 Prevention of Bribery**

#### **3.1 Prevention of Bribery Ordinance**

Under Section 9 of the Prevention of Bribery Ordinance (PBO), any director or staff member who, without the permission of his employer or principal (i.e., the RSTC), solicits or accepts an advantage as a reward or inducement for doing any act or showing favour in relation to the latter's business, commits an offence. The person offering the advantage also commits an offence. Refer to Section 2 of the PBO for the definition of "advantage".

The RSTC prohibit all forms of bribery and corruption. All directors and staff are prohibited from soliciting, accepting or offering any bribe in conducting the RSTC's business or affairs, whether in Hong Kong or elsewhere. In conducting all business or affairs of the RSTC, they must comply with the Prevention of Bribery Ordinance (POBO) of Hong Kong and must not –

- (a) solicit or accept any advantage from others as a reward for or inducement to doing any act or showing favour in relation to the RSTC's business or affairs, or offer any advantage to an agent of another as a reward for or inducement to doing any act or showing favour in relation to his principal's business or affairs. Particularly, in the recruitment of workers, it is a strict prohibition of soliciting and / or accepting advantage (such as unauthorised introduction fee) from workers;
- (b) offer any advantage to any public servant (incl. Government / public body employee) as a reward for or inducement to his performing any act in his official capacity or his showing any favour or providing any assistance in business dealing with the Government / a public body; or
- (c) offer any advantage to any staff of a Government department or public body while they are having business dealing with the latter.

### **3.2 Acceptance of Advantage**

The RSTC's policy shall be that directors and staff do not solicit or accept any advantage for themselves or others, from any person, company or organisation having business dealings with the RSTC, except that they may accept (but not solicit) the following advantages when offered on a voluntary basis –

- (a) advertising or promotional gifts or souvenirs of a nominal value; or
- (b) gifts given on festive or special occasions, subject to a maximum limit of specified value; or
- (c) discounts or other special offers given by any person or company to them as customers, on terms and conditions equally applicable to other customers in general; or
- (d) gifts or souvenirs of nominal value presented to them in official functions.

No director or staff member of the RSTC should accept any advantage from a subordinate, except those mentioned in paragraphs (a) and (b) above. Gifts or souvenirs described in paragraph (d) above are deemed as offers to the RSTC.

The directors and staff members concerned should report the acceptance to the RSTC and seek direction as to how to handle the gifts or souvenirs from the approving authority with written record. If a director or staff member wishes to accept any advantage not covered in the above-paragraphs, he / she should also seek permission from the approving authority with written record.

However, a director or staff member should decline an offer of advantage if acceptance could affect his / her objectivity in conducting the RSTC's business or induce him / her to act against the interest of the RSTC, or acceptance will likely lead to perception or allegation of impropriety.

If a director or staff has to act on behalf of a client in the course of carrying out the RSTC's business, he / she should also comply with any additional restrictions on acceptance of advantage that may be set by the client.

### **3.3 Offer of Advantage**

Directors and staff are prohibited from offering advantages to any director or staff of another company or organisation, for the purpose of influencing such person or company in any dealings, or any member or staff of a government department or public body while having business dealings with the latter, whether directly or indirectly through a third party, when conducting the RSTC's business.

### **3.4 Entertainment**

As defined in Section 2 of the PBO, “entertainment” refers to food or drink provided for immediate consumption on the occasion, and any other entertainment provided at the same time. Although entertainment is an acceptable form of business and social behaviour, a director or staff member should avoid accepting overly lavish or frequent entertainment from persons with whom the RSTC has business dealings (e.g. suppliers or contractors) or from his / her subordinates to avoid placing himself / herself in a position of obligation.

### **3.5 Records, Accounts and other Documents**

Directors and staff should ensure that all records, receipts, accounts or other documents they submit to the RSTC, give a true representation of the events or business transactions as shown in the documents. Intentional use of documents containing false information to deceive or mislead the RSTC, regardless of whether there is any gain or advantage involved, may constitute an offence under the PBO.

#### **4.0 Compliance with laws of Hong Kong and in Other Jurisdictions**

Directors or staff shall comply with all local laws and regulations when conducting the RSTC's business, and also those in other jurisdictions when conducting business there.

#### **5.0 Conflict of Interest**

Directors and staff should avoid any conflict of interest situation (i.e., situation where their private interest conflicts with the interest of the RSTC) or the perception of such conflicts. They should not misuse their position or authority in the RSTC to pursue their own private interests which include both financial or personal interests and those of their family members, relatives or close personal friends. When actual or potential conflict of interests arises, the director or staff member should make a declaration to the management through the reporting channel with written record.

Some examples of conflict of interest are described below but they are by no means exclusive

–

- (a) A staff member involved in a procurement exercise is closely related to or has financial interest in the business of a supplier who is being considered for selection by the RSTC;
- (b) One of candidates under consideration in a recruitment or promotion exercise is a family member, a relative or a close personal friend of the staff member involved in the process.
- (c) A director of the RSTC has financial interest in a company whose quotation or tender is under consideration by the RSTC.
- (d) A staff member (full-time or part-time) undertaking part-time work with a contractor whom he is responsible for monitoring.

Taking into account individual circumstances of the conflict of interest situations and possible public perception, the management should take appropriate mitigating measures (e.g. restrict the director / employee's involvement in the task, appoint an independent party to oversee the work, redeploy another director / employee to take up the task or, if the situation warrants, request the director / employee to relinquish his private interest). Even if the risk is very remote and no mitigating action is considered necessary, the declared conflict of interest and related decision with justifications should be properly recorded.

#### **6.0 Use of Company Asset**

Directors and staff in charge of or having access to any RSTC assets, including funds, property, information, and intellectual property, should use them solely for the purpose of conducting the RSTC's business. Unauthorised use, such as misuse for personal gain, is strictly prohibited.

#### **7.0 Confidentiality of Information**

Directors and staff should not disclose any classified information of the RSTC without authorization or misuse any RSTC information (e.g. unauthorized sale of the information). Those who have access to or are in control of such information, including information in the RSTC's computer system, should at all times protect the information from unauthorized disclosure or misuse. Special care should also be taken in the use of any personal data to ensure compliance with the Personal Data (Privacy) Ordinance.

## **8.0 Outside Employment**

Any full time staff who wish to take up employment outside the RSTC, shall seek the prior written approval of the approving authority. The approving authority should consider whether the outside employment would give rise to a conflict of interest with the staff's duties or the interest of the Company.

## **9.0 Relationship with Suppliers, Contractors and Customers**

### **9.1 Gambling**

Directors and staff are advised not to engage in frequent gambling activities (e.g. mahjong) with persons having business dealings with the RSTC.

### **9.2 Loans**

Directors and staff should not accept any loan from, or through the assistance of, any individual or organisation having dealings with the RSTC. There is however no restriction on borrowing from licensed banks or financial institutions.

[The RSTC may wish to include other guidelines on the conduct required of directors and staff in their dealings with suppliers, contractors, customers, and other business partners as appropriate to specific trades.]

#### Schedule 4 – Fee Schedule

Fees and Charges Items	Fees
	3 Years
(1) Application fee for first-time registration or renewal or application for probationary registration	\$100
(2) Registration Fee for each registration term* (Per application; flat-rate and no pro-rata charge is allowed)	\$1,200
(3) Application fee for change of registration status (from “probationary” to “confirmed”), addition of Designated Trade or change of Grouping (Per application; flat-rate and no pro-rata charge is allowed)	\$370

**Note \* –**

The registration fee is refundable in case an application is withdrawn or not approved by the Committee. All other fees, which are the application fee for (1) first-time registration or renewal or application for probationary registration and (3) change of registration status (from “probationary” to “confirmed”), addition of Designated Trade or change of Grouping, are non-refundable whether an application is successful or not.

## Schedule 5 – Job Reference Reports Standard Proforma

NOTE: Part B and C of this Job Reference Report is to be completed by Main Contractor / Project Owner / Project Consultant. Please read the “Guidance Notes for Job Reference Report” (see overleaf)

**To: Secretariat of the Construction Industry Council (Registration Services)**

***This section shall be completed by the Applicant***

Company Name of the Applicant:	Registration No. of RSTCS (if any):
Designated Trade under application: (Delete where not appropriate)	S01 Concreting / S02 Concreting Formwork / S03 Curtain Wall / S04 Demolition / S05 Erection of Concrete Precast Component / S06 Reinforcement Bar Fixing / S07 Scaffolding / S08 Plastering / S09 Suspended Ceiling / S10 Tower Crane (Erecting, Dismantling, Altering Height) / S11 Building Drainage Installation / S12 Levelling and Setting Out / S13 Building Maintenance / S14 Interior Fitting-out / S15 Painting / S16 Metal Work / S17 Structural Steelwork / S18 Horticultural Works / S19 Arboricultural Works / S20 Skyrise Greenery Works

### **A. Project Information**

Project Title:	
Site location:	
Project Owner's name:	
Main Contractor's name:	Main Contractor's Contact Tel. No.:

Sub-contract Title: (Shall be directly relevant to the Designated Trade above)		
Contracting Parties of Sub-contract:		
Commencement Date:	Completion Date:	
Sub-contract Sum (HK\$):		

***This section shall be completed by Main Contractor/Project Owner/Project Consultant***

### **B. Particular of the Main Contractor/Project Owner/Project Consultant**

Name:	Position:
Company Name:	
Contact No.:	Email address:

### **C. Performance (Put a “tick” where appropriate)**

Aspects	Very Good	Good	Satisfactory	Poor	Very Poor
Workmanship					
Progress					
Site Safety					
Organisation					
Industry Awareness					

<b>Overall</b>					
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**D. Declaration**

We noted that the Applicant is applying for admission / renewal of registration under the RSTC of the CIC. To facilitate the CIC to considering the application and having referred to the “*Guidance Notes for Job Reference Report*”, we, as the Project Owner / Main Contractor / Project Consultant (delete where not appropriate), hereby declares the performance of the Applicant in Contract/Sub-contract of the Project as shown above.

For and on behalf of the  
Project Owner / Main Contractor / Project Consultant (delete where not appropriate)

\_\_\_\_\_  
(Full name & signature with company chop)

\_\_\_\_\_  
(Date)

## Guidance Notes for Job Reference Report

### 1.0 General

- 1.1 Job reference report is a key element when considering admission and renewal of registration under the Registered Specialist Trade Contractors Scheme (RSTCS) of the CIC. The report writer shall give his / her assessment on individual aspects of performance in an objective and fair manner based on factual information as far as practicable especially for overall or any aspects of performance considered as “Poor” or “Very poor” as further explained in section below.
- 1.2 It is not expected that the weighting given to each individual aspect of performance will be uniform for all types of contracts. The report writer is to use their knowledge of the Contract / Sub-contract in question to reach a conclusion of overall grading to be given.
- 1.3 Noting that Applicant may directly made contract with Project Owner, the “Sub-contract” referred herein will be construed as the direct contract with this Job Reference Report to be completed by Project Owner or Main Contractor accordingly. However, the report writer shall not be the associated company as defined under the Companies Ordinance in relation to the Applicant and declare any conflict of interest, if any.
- 1.4 The Secretariat may seek clarifications or supplemental information, including clarification from the applicant's job referees or relevant Registered Specialist Trade Contractors, from time to time in processing the registration application of Specialist Trade Contractor.

### 2.0 Individual aspects of performance

Aspects	Key Attributes to be considered when assessing performance
Workmanship	Degree of compliance with the specifications; Keeping of adequate work records; Frequency/extent of re-work/reinstatements of defects
Progress	Possession of programme with logical sequence of working; Adherence to programme and timeliness of completion
Site Safety	Provision and implementation of safe system of work; Employment of safety supervisor; Site accident / conviction record; Provision of information, instruction and training to staff
Organisation	Adequacy of organisation structure and manpower; Provisions of site supervisory staff
Industry Awareness	Employment of registered construction worker, Provisions of training for apprentice and worker; Provisions of worker welfare and facilities

### 3.0 Definition of performance grading

Grade	Expected Performance Level
Very Good	Performance is significantly and consistently better than that required by the Contract / Subcontract
Good	Performance attains and is occasionally better than that required by the Contract / Subcontract
Satisfactory	Performance attains that required by the Contract / Subcontract
Poor	Performance is considered to be below that required by the Contract / Subcontract though without serious deficiencies; or where instructions have to be repeatedly issued and the work has consistently to be redone in order to attain a satisfactory level; or the performance of the contractor could only attained that required by the Contract / Subcontract through enhanced supervision effort from upper tier contractor
Very Poor	Performance is considered to be significantly below that required by the Contract / Subcontract; or where instructions have to be repeatedly issued and the work has consistently to be redone but is still unable to attain a satisfactory level

## Schedule 6 – Examples of Government Registration Schemes

Bureau / Department / Statutory body /	Registration Scheme	Scope
Development Bureau	Approved Suppliers of Materials and Specialist Contractors for Public Works	Firms that may provide specialist materials and services for public works contractors (usually as subcontractors or suppliers).
Housing Authority	Works Contractors	Firms that may undertake works in public housing projects.