

Our reference 本署檔號：
(37) in GL/BT/PUB/02

Telephone 電話號碼： 2808 3529

Your reference 來函檔號：

Facsimile 圖文傳真： 2577 4901

9 April 2009

To : All Registered Contractors

Dear Sir,

Circular No. 1/2009
List of Competent Worker

Pursuant to the section 14 of Builders' Lifts and Tower Working Platforms (Safety) Ordinance (the Ordinance), competent worker (CW) employed by registered contractor (RC) may carry out lift work without supervision.

To facilitate our enforcement of section 14 of the Ordinance, you, as a registered contractor, are required to submit before 30 April 2009 a complete list of CWs employed by you as at 31 March 2009, by providing the particulars of CWs by fax to 2577 4901.

For your ease of reference, section 2 of the Ordinance are restated below :

Section 2 of Builders' Lifts and Tower Working Platforms (Safety) Ordinance

"competent worker", in relation to builder's lift work or tower working platform work, means a person:-

- (a) who-
- (i) is the holder of a certificate in mechanical engineering, marine engineering or building services engineering issued by a person approved by the Director; and
 - (ii) has not less than 3 years' experience in builder's lift work or tower working platform work or other relevant practical experience as approved by the Director; or
- (b) who has been in the employment, for an aggregate period of not less than 4 years, of one or more registered contractors and is considered by the registered contractor by whom he is currently employed to carry out builder's lift work or tower working platform work, as the case may be, to have had sufficient experience or training in such work to be capable of carrying it out competently without supervision;

In the return, please ensure that only workers who satisfy the relevant qualifications, training and experience requirements stipulated in the relevant section of the Ordinance are included. In particular for the workers satisfying the requirement in (a) [i.e. route (a)], their craft apprenticeships completed and their academic qualifications should be provided in the list also.

Since the competent worker plays an important role in the safety of lift work, it deems necessary for us to keep close monitoring on the competent workers in the industry by kicking-off of this recurrent exercise of updating the list of competent worker. Thus, may I solicit your assistance to update the list by the end of each calendar year.

Should you wish to nominate for additional competent worker(s), you have to submit under separate cover with detail curriculum vitae, employment history, training certificate and his written consent on the authenticity of his certificate document. On the other hand, those persons who were under your employment as competent persons previously, but not included in this return, will presumably to be no longer under your employment, and their names will be deleted from the record of your company.

Should you have any queries on the above, please contact my colleague Mr. K.H. MA at tel. 2808 3548.

Yours faithfully,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line that ends in a small hook.

(SHUM Ngai-on, William)

for Director of Electrical and Mechanical Services

Encl

Builders' Lifts and Tower Working Platforms

List of competent workers at at :

31-Mar-09

Registration No.:

Company name :

No.	Name of competent worker	ID Card No.	No. of years of employment by any registered contractors	Relevant apprenticeship & academic qualification (Please enter for route (a) CW ONLY)	Satisfying requirement of route (a) (tick if appropriate)	Satisfying requirement of route (b) (tick if appropriate)	Registration under Construction Workers Registration Ordinance, Cap. 583	
							Registration no.	Registration class

Note : Please input information on the area highlighted in yellow color.