

## **Guidelines for filling in GF527 (Rev. 1/2017)**

### **A. Instructions**

#### Contractor

a. Complete the form and submit to the site supervisory staff within the first four working days of the succeeding month.

b. Enter the number of workers engaged on the Site on each calendar day. Include only workers who have worked for at least three hours on that day.

c. Include all construction workers employed by him and his sub-contractors, but not those by Nominated Sub-contractors. The number of workers engaged includes all levels of skill for a particular trade (see also Explanatory Note 2). Their wages are reflected in the range between the High and Low Daily Wage Rates.

d. Enter the total number of hours of overtime during the month for the respective trades. For the purpose of this return, overtime shall mean working hours in excess of the normal working hours agreed between the employer and the employee. The Contractor should note the provisions in the Employment Ordinance governing employees' entitlement to statutory holidays, annual leave and rest days.

e. Enter daily wage rates which include basic daily wages (employees' contributions to Mandatory Provident Fund (MPF) included) plus guaranteed allowances per day (e.g. meal and transportation allowances) and paid leave (if applicable). Overtime pay and employers' contributions to MPF should not be included.

The average daily wage rate (Av.) should be a weighted value which can be obtained by dividing the total wagebill incurred by the total number of man-days employed for the trade concerned over the month. The total wagebill should exclude overtime pay and the employers' contributions to MPF. For monthly-paid workers, their monthly salary can be converted to daily wage rate by using the following method:

To calculate total yearly wagebill (a):

= (Monthly salary + Monthly Guaranteed allowances) x 12 + Paid leave (if applicable)

Corresponding number of man-day (b):

= [365 days – 12 (statutory holidays) - 52 (Sundays)]

Average daily wage rate = (a) / (b)

The High (Low) “Daily Wage Rate” required to be entered in GF527 forms means the average of the highest (lowest) rate in each trade division within a designated trade. For example, the High “Daily Wage Rate” of item 6 “Scaffolder” means the average of the highest rate in each trade division of “Scaffolder (Master)”, “Bamboo Scaffolder” and “Metal Scaffolder”.

f. Be responsible for the accuracy of the data entered by him and, as far as practicable, provide supporting evidence if so required by the site supervisory staff.

#### Nominated Sub-contractor

g. Complete and submit a separate return covering their workers as (a) to (f) above.

#### Site Supervisory Staff

h. Check and sign the returns and forward them to the project office. Where more than one discipline of site supervisory staff, e.g. building works and building services, are involved, they should check entries for the trades under their purview and sign separately on the form.

#### Project Office<sup>1</sup>

i. Consolidate all returns of their sites and deliver the returns to the Census and Statistics Department within the first two weeks of the succeeding month by email.

#### C&SD

j. C&SD accepts only GF527 forms which have been properly signed by the site supervisory staff and are sent to C&SD by the Project Office before the 18<sup>th</sup> day in the month following the reference month for compilation of the GF527 statistics.

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<sup>1</sup> Includes Representatives of Architect/Engineer/Supervising Officer/Maintenance Surveyor

## **B. Explanatory Notes**

1. GF527 (Rev. 1/2017) incorporates the revised list of trades (“Trade List - Rev.”) under the Construction Workers Registration Ordinance (Cap 583).
2. Please refer to the Construction Industry Council website <http://cwr.hkcic.org/registration/DesignatedTrades.asp> for trade codes and Schedule 1 to the Construction Workers Registration Ordinance (Cap 583) for skills descriptions for designated trade divisions in the revised list. C3xx/C3xxx and E3xx/E3xxx are series of trade codes for Skilled Workers for building and civil engineering disciplines, and E&M disciplines respectively, with specific xx/xxx for each individual trade. The corresponding series for Semi-skilled Workers are C4xx/C4xxx and E4xx/E4xxx. For example, C304 and C404 are trade codes for skilled bar bender & fixer and semi-skilled bar bender & fixer respectively. The entry for the no. of bar bender & fixer in the return should therefore be the total no. of skilled and semi-skilled bar bender & fixers. However, not all trades, e.g. Trackworker (C348), have the corresponding semi-skilled workers.
3. **Item 2 “Concretor”** in the revised GF527 covers trade code C3016 “Concrete and Grouting Worker (Master)”, trade code C309 and C409 “Concretor” (Code C309 and C409 in the GF527 (Rev. 1/2003)), trade code C308 “Concrete Repairer (Spalling Concrete)”, trade code C342 “Shotcretor” and trade code C321 “Grouting Worker”.
4. **Item 3 “Drainlayer”** in the revised GF527 covers trade code C3006 “Drain and Pipe Layer (Master)”, trade code C314 and C414 “Drainlayer” (Code C314 in the GF527 (Rev. 1/2003)) and trade code C331 “Pipelayer”.
5. **Item 4 “Plumber”** in the revised GF527 covers trade code C338 and C438 “Plumber” (Code C338 and C438 in the GF527 (Rev. 1/2003)) in installation and capital works.
6. **Item 6 “Scaffolder”** in the revised GF527 covers trade code C3019 and C4019 “Scaffolder (Master)”, trade code C303 and C403 “Bamboo Scaffolder” (Code C303 and C403 in the GF527 (Rev. 1/2003)) and trade code C327 and C427 “Metal Scaffolder”.

7. **Item 7 “General Workers”** refers to “Registered General Worker” which means a person whose name is entered in the Register of Construction Workers established under section 37(1)(a) of the Construction Workers Registration Ordinance (Cap 583) as a registered general worker.
8. **Item 8 “Carpenter (Formwork)”** in the revised GF527 covers trade code C306 “Carpenter (Fender)”, trade code C307 and C407 “Carpenter (Formwork) (Master)” (Code C307 and C407 in the GF527 (Rev. 1/2003)), trade code C307b and C407b “Carpenter (Formwork – Civil Construction)”, trade code C307d “Carpenter (Formwork – Civil Construction) (Striking)”, trade code C307a and C407a “Carpenter (Formwork – Building Construction)” and trade code C307c “Carpenter (Formwork – Building Construction) (Striking)”.
9. **Item 9 “Joiner”** in the revised GF527 covers trade code C322 and C422 “Joiner” (Code C322 and C422 in the GF527 (Rev. 1/2003)) and trade code C322a “Joint (Assembling)”.
10. **Item 10 “Plant & Equipment Operator (General)”** in the revised GF527 covers trade code C320 and C420 “Ground Investigation Operator/Driller/Borer”, trade code C333f “Plant and Equipment Operator (Fork-lift Truck)”, trade code C333d “Plant and Equipment Operator (Mini-loader)”, trade code C333e “Plant and Equipment Operator (Mini-loader (with Attachments))”, trade code C333g “Plant and Equipment Operator (Grader)”, trade code C357 “Plant and Equipment Operator (Suspended Working Platform)”, trade code C356 “Plant and Equipment Operator (Demolition) – Excavator”, trade code C333b “Plant and Equipment Operator (Excavator)”, trade code C332 “Builder’s Lift Operator”, trade code C333a “Plant and Equipment Operator (Bulldozer)”, trade code C334d “Plant and Equipment Operator (Truck-mounted Crane)”, trade code C333h “Plant and Equipment Operator (Dumper)”, trade code C333c “Plant and Equipment Operator (Loader)”, trade code C333i “Plant and Equipment Operator (Locomotive)”, trade code C333j “Plant and Equipment Operator (Compactor)” and trade code C333k “Plant and Equipment Operator (Scraper)”.

11. **Item 11 “Truck Driver”** in the revised GF527 covers trade code C349 “Construction Goods Vehicle Driver (Master)”, trade code C349c “Truck Driver (Medium Goods Vehicles)”, trade code C349a “Truck Driver (Heavy Goods Vehicles)”, trade code C349b “Truck Driver (Special Purpose Vehicles)” and trade code C349d “Truck Driver (Articulated Vehicles)”.
12. **Item 12 “Flooring Worker”** in the revised GF527 covers trade code C316 and C416 “Floor Layer (Master)”, trade code C316b and C416b “Floor Layer (Timber Flooring)” and trade code C316a and C416a “Floor Layer (PVC Flooring)” .
13. **Item 13 “Plant & Equipment Operator (Heavy)”** in the revised GF527 covers trade code C335 and C435 “Plant and Equipment Operator (Piling) (Master)”, trade code C335b and C435b “Plant and Equipment Operator (Percussive Pile)”, trade code C335a and C435a “Plant and Equipment Operator (Bored Pile)”, trade code C334c “Plant and Equipment Operator (Tower Crane)”, trade code C334a “Plant and Equipment Operator (Crawler-mounted Mobile Crane), trade code C334e “Plant and Equipment Operator (Wheeled Telescopic Mobile Crane)”, trade code C334b “Plant and Equipment Operator (Gantry Crane)”, trade code C336a and C436a “Plant and Equipment Operator (Tunneling) – Jumbo Drilling”, trade code C336c and C436c “Plant and Equipment Operator (Tunneling) - Segment Erection” and trade code C336d and C436d “Plant and Equipment Operator (Tunneling) – Tunnel Boring Machine”.
14. **Item 15 “Metal Worker”** in the revised GF527 covers trade code C3010 and C4010 “Metal-steel Worker (Master)” and trade code C328 and C428 “Metal Worker” (Code C328 and C428 in the GF527 (Rev. 1/2003)).
15. **Item 16 “Equipment and System Mechanic”** in the revised GF527 covers trade code E3036 and E4036 “Electronic Equipment Mechanic (Construction Work)(Master)”, trade code E323 and E423 “Building Security System Mechanic”, trade code E324 and E424 “Communication System Mechanic” and trade code CE310 and CE410 “Plant and Equipment Mechanic (Construction Work) (Master)”.

16. **Item 17 “Piling Worker”** in the revised GF527 covers trade code C330 and C430 “Piling Operative (Master)”, trade code C330b and C430b “Piling Operative (Percussive Pile)” and trade code C330a and C430a “Piling Operative (Bored Pile)”.
17. **Item 18 “Waterproofing Worker”** in the revised GF527 covers trade code C301 “Waterproofing Worker (Master)”, trade code C301c “Waterproofing Worker (Liquid Membrane)”, trade code C301b and C401b “Waterproofing Worker (Burntype Felt)” and trade code C301a “Waterproofing Worker (Adhesive-type Felt)”.
18. **Item 20 “Tiler”** in the revised GF527 covers trade code C347 and C447 “Tiler”, trade code C347a and C447a “Tiler (Mosaic)” and trade code C347b and C447b “Tiler (Tile)”.
19. **Item 21 “Demolition Worker”** in the revised GF527 covers trade code C312 “Demolition Worker (Master)”, trade code C312a “Demolition Worker (Building)” and trade code C312b “Demolition Worker (Unauthorised Building Works)”.
20. **Item 22 “Marine Construction Plant Operator”** in the revised GF527 covers trade code C325 and C425 “Marine Construction Plant Operator (Lifting) (Master)”, trade code C325c and C425c “Marine Construction Plant Operator (Derrick)”, trade code C325a and C425a “Marine Construction Plant Operator (Boom-grab Bucket)” and trade code C325b and C425b “Marine Construction Plant Operator (Boom-hook)”.
21. **Item 24 “Curtain Wall and Glass Installer”** in the revised GF527 covers trade code C3021 and C4021 “Curtain Wall and Glass Panes Installer (Master)”, trade code C319 and C419 “Glazier” (Code C319 in the GF527 (Rev. 1/2003)) and trade code C311 and C411 “Curtain Wall Installer”.
22. **Item 25 “Painter & Decorator”** in the revised GF527 covers trade code C329 and C429 “Painter and Decorator (Master)” (Code C329 and C429 in the GF527 (Rev. 1/2003)), trade code C329a “Painter and Decorator (Roller Painting)”, trade code C329b “Painter and Decorator (Surface Filling)”, trade code C329c “Painter and Decorator (Emulsion Painting)”, trade code C329d “Painter and Decorator (Brushing Lacquering)”, trade code C329e “Painter and Decorator (Synthetic Painting)”, trade code C329f “Painter and

Decorator (Clear Lacquering)", trade code C329g "Painter and Decorator (Texture-spray)", trade code C329h "Painter and Decorator (Metal Paint Spray)", trade code C329i "Painter and Decorator (Paperhanging)" and trade code C329j "Painter and Decorator (Sign Writing)".

23. **Item 26 "Plasterer"** in the revised GF527 covers trade code C3008 and C4008 "Cement Sand Mortar Worker (Master)", trade code C337 and C437 "Plasterer" (Code C337 and C437 in the GF527 (Rev. 1/2003)) and trade code C337a and C437a "Plasterer (Floor)".
24. **Item 35 "Electrical Fitter (incl. Electrician)"** in the revised GF527 covers trade code E305a and E405a "Control Panel Assembler", trade code E305b and E405b "Electrical Wireman" and trade code E305 "Electrical Fitter" (Code E305 in the GF527 (Rev. 1/2003)) in installation and capital works.
25. **Item 37 "Refrigeration/AC/Ventilation Mechanic"** in the revised GF527 covers trade code E314 "Refrigeration/Air-conditioning/Ventilation Mechanic (Master)" (Code E314 and E414 in the GF527 (Rev. 1/2003)), trade code E314e and E414e "Refrigeration/Air-conditioning/Ventilation Mechanic (Water System)", trade code E314a and E414a "Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)", trade code E314c and E414c "Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation)", trade code E314b and E414b "Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control)" and trade code E314d and E414d "Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System)" in installation and capital works.
26. **Item 38 "Fire Service Mechanic"** in the revised GF527 covers trade code E306 "Fire Service Mechanic (Master)" (Code E306 in the GF527 (Rev. 1/2003)), trade code E306c "Fire Service Portable Equipment Fitter", trade code E306a and E406a "Fire Service Electrical Fitter" and trade code E306b and E406b "Fire Service Mechanical Fitter" in installation and capital works.

27. **Item 39 “Lift and Escalator Mechanic”** in the revised GF527 covers trade code E309 “Lift and Escalator Mechanic (Master)” (Code E309 in the GF527 (Rev. 1/2003)), trade code E309a “Lift Mechanic” and trade code E309b “Escalator Mechanic”.
28. **Item 40 “Building Services Maintenance Mechanic”** in the revised GF527 covers the repair and maintenance sectors of the following trades –
- (a) Refrigeration/Air-conditioning/Ventilation Mechanic”;
  - (b) Electrical Fitter (incl. Electrician);
  - (c) Fire Service Mechanic; and
  - (d) Plumber.
29. Trades available under the Construction Workers Registration Ordinance (Cap 583) but not specified in this form should be entered against “Others” in Items 41 to 45 of the form.
30. The following trades are not considered to be construction workers and should not be included in the return: mariners of vessels, contract car drivers, office attendants, amahs and watchmen.
31. “Works Code” is used for classifying the main type of work covered in the contract, and is specified by the project office. Only one works code is to be entered and adopted throughout the whole contract. Nominated Sub-contractor shall also use the same works code in their returns. Where the contract contains more than one works types, the works code for the dominant works type should be used.