

香港特別行政區政府
The Government of the Hong Kong Special Administrative Region

政府總部
環境運輸及工務局
運輸及工務科
香港花園道美利大廈



Environment, Transport
and Works Bureau
Government Secretariat
Transport and Works Branch
Murray Building, Garden Road,
Hong Kong

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Environment, Transport and Works Bureau
Technical Circular (Works) No. 3/2003

Monthly Return of Site Labour Deployment
and Wage Rates for Construction Works

Scope

This Circular introduces a new form GF527 (Rev. 1/2003) for the monthly return of site labour deployment and wage rates for construction works. The form shall be adopted in all existing and new public works contracts (including term contracts) in works departments. It will replace both the existing GF527 and the GF527 (Rev. 98) forms.

Effective Date

2. This Circular shall take effect from 1 March 2003.

Effect on Existing Circulars

3. This Circular has no effect on existing Circulars.

Background

4. The existing GF527, entitled “Monthly Return of Wage Rates in Building Industry”, has been in use for reporting site labour return in public works contracts for many years. Subsequent to the review carried out in 1997 on the trade

classification in the construction industry, a revised GF527 (Rev. 98) was developed and put into trial use since early 1998. The revised form incorporates major electrical and mechanical trades and the then revised building and civil engineering trade names in the government building and construction projects for development of a revised labour wage index by this Bureau and the Census and Statistics Department.

5. At the moment, contractors are required to submit both the original GF527 and the revised GF527 (Rev. 98) such that the revised labour wage indices on trial can be compiled in addition to the existing ones. To simplify the reporting procedures, it is considered more efficient to combine the two forms into a new form GF527 (Rev. 1/2003). The latest trade classification finalised in 2002 are also used in the new form.

GF527 (Rev. 1/2003)

6. The new form GF527 (Rev. 1/2003) is entitled “Monthly Return of Site Labour Deployment and Wage Rates for Construction Works” (see Appendix A). To facilitate completion of the form by all parties concerned, instructions and explanatory notes for completing the form, and job descriptions of the trades listed in the form are provided on the overleaf of the form. These are reproduced at Appendix B for reference. The grades of workers to be included in the entries in the form are given at Appendix C. The relevant works codes of project types to be adopted in the return are given at Appendix D.

7. If necessary, other trades listed at Appendix E may be entered as Items 48 to 52 of the form. For trades not listed in the form or Appendix E, they may be entered in Items 48 to 52 with a trade code of C999 for building and civil engineering trades or E999 for electrical and mechanical trades, subject to prior agreement of the project officer-in-charge.

Implementation

8. The new form shall be adopted for all current and future contracts. Departments shall notify contractors of current contracts the adoption of the form for reporting the site labour deployment and wage rates for months starting from March 2003. The use of the GF527 and GF527 (Rev. 98) forms for reporting the site

labour deployment and wage rates would cease thereupon. For new contracts which commence after the effective date of this Circular, departments shall require the contractors to use the new form for reporting their returns.

(W S Chan)
Deputy Secretary for the Environment,
Transport and Works (Transport and Works) W2

Tick in the box only for a nominated sub-contractor

Guidelines for filling in GF527 (Rev. 1/2003)

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 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.
- 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

- 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.

B. Explanatory Notes

1. GF527 (Rev. 1/2003) incorporates trades listed in the original GF527 (“Trade List - Orig.” marked against with a “✓”), and the revised list of trades updated in 2002 (“Trade List - Rev.”). Job descriptions for trades in the revised list are provided in Part C.
2. C3xx and E3xx are series of trade codes for Skilled Workers for building and civil engineering disciplines, and E&M disciplines respectively, with specific xx for each individual trade. The corresponding series for Semi-skilled Workers are C4xx and E4xx. For example, C309 and C409 are trade codes for skilled concreter and semi-skilled concreter respectively. The entry for the no. of concretors in the return should therefore be the total of the no. of skilled and semi-skilled concretors. However, not all trades, e.g. Electrical Fitter (E305), have the corresponding semi-skilled workers. The General Worker (C406) covers all kinds of labourers without division of skill levels. Some trades such as Refrigeration/AC/Ventilation Mechanic may have sub-categories of workers and hence the entries in the return should include the sub-categories, if any.
3. Some trades in the original GF527 have been split into two separate trades in the revised trade list. Item 7 in the original GF527, i.e. “Carpenter & Joiner” trade, is now split into “Carpenter (Formwork)” and “Joiner” trades. For this item, the Contractor is only required to provide the daily wage rates where applicable. Other entries for this item, which should be the total of the corresponding figures for the “Carpenter” and “Joiner” trades, are not required to be filled in. This also applies to Item 13- “Blacksmith” trade.
4. Trades not specified in this form should be entered against “Others” in Items 48 to 52 of the form.
5. 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.
6. Job title in square brackets refers to the title used in the original GF527 for the same trade.
7. “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.

C. Job Descriptions* of Specified Construction Trades

Trade (Code: Skilled Worker/ Semi-skilled Worker#)	Job Description	Trade (Code: Skilled Worker/ Semi-skilled Worker#)	Job Description	Trade (Code: Skilled Worker/ Semi-skilled Worker#)	Job Description
Asphalter (Road Construction) (C302 / NA)	To mix, place and compact bituminous material using vibrating machines; to level and smoothen bituminous material according to specified level marks.	Marble Worker (C324 / C424)	To set out, measure, cut and set marble slabs, granite slabs or similar stones on walls, floors, or other surfaces; to grind and polish marble, granite or similar stones.	General Worker (C406)	To perform general cleaning, minor excavation work and other simple duties as directed by the skilled worker or other supervisory staff. S/he should possess simple job-related skills which may be acquired on-the-job or off-the-job.
Bamboo Scaffolder (C303 / C403)	To erect and dismantle bamboo scaffolding required in construction, repair or decoration work; and other forms of structures.	Mason (C326 / C426)	To split and shape stones, and build and lay stone works to specified thickness, patterns and shapes.	Excavator (incl. in General Worker C406)	To perform manual excavation work.
Bar Bender and Fixer (C304 / C404)	To cut, bend and fix reinforcement steel bars according to drawings and bending schedules.	Metal Worker (C328 / C428)	To fit, assemble, weld and forge metal parts; to install non-structural metalwork; to operate metalworking machines; to make templates; to repair metal formwork.	Concreting Labourer (incl. in General Worker C406)	To transport mixed concrete using wheel barrows or other equipment and perform general duties during pouring of concrete.
Bricklayer (C305 / C405)	To lay bricks and other building blocks, except stone and marble, for construction and repair of walls, partitions, arches, openings and other structures.	Painter & Decorator (C329 / C429)	To prepare surfaces, fittings and fixtures of buildings and other structures for painting and decorating; to apply paints or similar protective and decorative materials; to lay out and write letters, characters and other signs.	Heavy Load Labourer (incl. in General Worker C406)	To lift, handle and transport heavy objects on site using mainly physical strength. The job generally requires little skill other than basic manual lifting and handling techniques.
Carpenter (Formwork) (C307 / C407)	To erect and strike timber formwork for buildings and civil engineering construction works.	Plant and Equipment Operator (Load Shifting) (C333 / NA)	To operate one or more types of construction plant and equipment for load shifting including excavator, bull dozer, loader, mini-loader, mini-loader with attachments etc.	Diver's Lineman (incl. in General Worker C406)	To assist the diver and be responsible for communicating with the diver in diving.
Concretor (C309 / C409)	To mix, place and compact concrete using vibrating machines; to carry out curing, levelling and smoothening of concrete.	Plasterer (C337 / C437)	To apply coats of plaster to and render walls and ceilings to produce a finished surface; to screed floors, staircases and roofs.	Building Services Maintenance Mechanic (E302 / E402)	To operate, maintain and repair various types of building services systems and equipment.
Construction Plant Mechanic (C310 / C410)	To maintain and repair building and civil engineering plant and machinery.	Plumber (C338 / C438)	To assemble, install, repair and maintain pipes, fittings, sanitary fixtures, cold, hot and flush water systems, and soil, waste and rain water drainage systems in buildings.	Cable Joiner (Power) (E303 / NA)	To join low voltage cables either with the circuits dead or one or both cables energized; to join dead cables of all voltages.
Diver (C313 / NA)	To perform under-water operations related to inspection, construction and repair of structures and demolition; to prepare reports on all the foregoing operations.	Rock-Breaking Driller (C339 / NA)	To operate pneumatic or hydraulic drill to make holes and openings or break up concrete, rock or other hard materials.	Electrical Fitter (incl. Electrician) (E305 / NA)	To install, test, commission and repair electrical installations and wiring in accordance with regulations and specifications; to fit, assemble, erect, install and repair electrical systems and equipment.
Drainlayer (C314 / NA)	To lay and join underground drains, construct manholes, install pipes and fittings, construct beds and haunches and surround pipes with concrete.	Rigger/Metal Formwork Erector (C341 / NA)	To set up lifting apparatus and equipment for lifting and lowering of materials, etc; to fix and dismantle large panel metal formwork.	Fire Service Mechanic (E306 / NA)	To install, test, maintain, inspect and repair fire services piping systems, automatic fire alarm (AFA) systems, manual fire alarm systems, mechanical or electrical or electronic parts of fire services systems, and portable fire services equipment.
General Welder (C318 / C418)	To carry out general welding or cutting work by electric arc, oxy-acetylene flame or other welding processes.	Structural Steel Erector (C345 / C445)	To drill, cut and shape steel sections; to assemble structural members and erect steel structures by riveting or bolting; to operate power shears, flame cutting equipment and other tools.	Lift and Escalator Mechanic (E309 / NA)	To install, adjust, service, maintain and repair lifts and escalators.
Glazier (C319 / NA)	To measure, cut and fix glass panes with silicone plastic or beads; to grind or round edges etc.	Structural Steel Welder (C346 / NA)	To cut or join structural steel sections including steel water mains or steel gas mains by electric arc, oxy-acetylene flame, or other welding processes.	Mechanical Fitter (E310 / E410)	To fit, assemble, erect, install and repair mechanical plants and equipment, including emergency generators.
Joiner (C322 / C422)	To carry out all internal and external woodwork (except formwork and fender) using both hand tools and woodworking machinery.	Truck Driver (C349 / NA)	To drive heavy vehicles or special purpose vehicles to transport construction equipment or materials, building debris or excavated materials within or into or out of construction sites.	Refrigeration/ Air-conditioning / Ventilation Mechanic (E314 / E414)	To fit, assemble, erect, install, commission, service, operate, maintain and repair air-conditioning systems including refrigerating, air-handling and ventilation equipment and the associated electrical control; cold stores, ice-making and other refrigerating equipment; air-conditioning and ventilation equipment forming part of a fire services system
Leveller (C323 / C423)	To read and interpret drawings; to set up job lines and levels and prepare templates.				

* Updated job descriptions may be issued when necessary.

"NA" in a trade code denotes that the Skilled Worker or Semi-skilled Worker, where appropriate, is not applicable for that trade.

**Job Descriptions for Skilled Worker, Semi-skilled Worker
and General Worker**

Skilled Worker¹ - A skilled worker should be able to apply a range of skills and knowledge relevant to his trade with minimum direction or supervision. He should hold a trade test certificate or has equivalent qualification and experience such that he should have adequate technical knowledge which enables him to acquire new skills to cope with the changing technologies. Some categories of skilled workers are required by law to hold relevant licences issued by appropriate authorities.

Semi-skilled Worker - A worker who possesses skill level and knowledge in between that of a skilled worker and a general worker. He should possess an intermediate trade test certificate or have equivalent qualification and experience. Semi-skilled worker is not applicable to some trades as some existing legislations only allow a fully qualified worker to carry out the work under such trades.

General Worker - A general worker normally performs general cleaning, minor excavation work and other simple duties as directed by the skilled worker or other supervisory staff. He should possess simple job related skills which may be acquired on-the-job or off-the-job.

Note: 1 – The Skilled Worker is similar to the Tradesman used in the “Unified Job Titles and Descriptions of Tradesman and Semi-skilled Worker/General Worker for the Construction Industry” issued in Dec 1997.

(N.B. : The descriptions may be subject to amendment, pending for the release of a report of the Review of Trade Classification in the Construction Industry conducted in 2002.)

Works Codes Adopted for Completion of GF527 (Rev. 1/2003)

<i>Category of Works</i>	<i>Sub-category of Works</i>	<i>Works Code</i>
Building	Commercial	001
	Leisure	002
	Recreation	003
	Industrial	004
	Domestic	005
	Education	006
	Institutional/Government (incl. judiciary & magistracy, police facilities, fire stations, correctional services)	007
	Waste Disposal Facilities (e.g. public toilets, RCPs)	008
	Medical & Health	009
	Piling & Site Formation	010
	Demolition Works	011
	Refurbishment, Maintenance and Fitting Out	012
	HD Domestic Blocks	013
	HD Commercial Centres	014
Drainage Works	Drainage Maintenance (including maintenance of flood protection, stormwater drainage, sewerage, and sewage treatment and disposal facilities)	101
	Flood Protection (Civil)	102
	Flood Protection (E&M)	103
	Sewage Treatment (Civil)	104
	Sewage Treatment (E&M)	105
	Sewage Tunnel	106
	Sewerage (Sewers and Pumping Station)	107
	Stormwater Drainage (other than river training & polder schemes)	108

<i>Category of Works</i>	<i>Sub-category of Works</i>	<i>Works Code</i>
Electrical and Mechanical	Air-conditioning Works	201
	BS Maintenance	202
	Electrical Works	203
	E&M Maintenance	204
	E&M Projects	205
	Fire Services	206
	General Electronics Maintenance	207
	General Electronics Works	208
	Hospital Services Maintenance	209
	Lift and Escalator	210
	Municipal Services Maintenance	211
Geotechnical	Ground Investigations (including Geophysical Survey)	301
	Landslip Preventive Measures	302
	Quarries	303
	Slope Maintenance (Preventive & Routine)	304
Port Works	Dredging (including Mud Pits)	401
	Maintenance (Airport)	402
	Maintenance (Port Works)	403
	Minor Marine Works (e.g. Dolphins, Pumphouses & Slipways)	404
	Pier	405
	Typhoon Shelter	406
Roadworks	Flyover/Viaduct/Bridge	501
	Footbridge	502
	Highways Structure Maintenance	503
	Landscape Works	504
	Railway	505
	Road Construction with Moderate Amount of Structural Element	506
	Road Construction with Negligible Structural Element	507
	Road Maintenance	508
	Road Reconstruction	509
	Subway/Underpass/Tunnel	510

<i>Category of Works</i>	<i>Sub-category of Works</i>	<i>Works Code</i>
Site Formation	Land-based Site Formation	601
	Reclamation (including Seawalls)	602
Waste Management	Landfill Restoration	701
	Waste Treatment & Disposal	702
Waterworks	Water Supply System with various Installations	800
	Catchwater and Tunnel Aqueduct	801
	Mainlaying	802
	Pumping Station	803
	Service Reservoir	804
	Treatment Works	805
	Waterworks Maintenance	806
Others	Other Building Works	900
	Other Drainage Works	901
	Other Electrical and Mechanical Works	902
	Other Geotechnical Works	903
	Other Port Works	904
	Other Roads Works	905
	Other Site Formation Works	906
	Other Waste Management Works	907
	Other Waterworks	908
	Others	999

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Other Trades Not Specified in GF527 (Rev. 1/2003)

If applicable, the trades listed below may be entered against “Others” in the GF527. Updated job descriptions may be issued when necessary.

A. Building and Civil Engineering Trades

Code		Job Title	Job Description
Skilled Worker	Semi-skilled Worker		
C301	NA	Asphalter (Water Proofing)	To lay sheathing felt or paints with primer where required; to pour hot asphalt or proprietary waterproofing material on prepared surfaces; to spread and level hot asphalt or proprietary waterproofing material to fit corners, skirtings, flashings and outlets, etc.
C306	NA	Carpenter (Fender)	To remove, cut, and erect timber fenders for protection of piers, seawalls, dolphins and landing steps, etc.
C308	NA	Concrete Repairer (Spalling Concrete)	To repair sub-standard or spalled concrete or reinforcement bar using concrete or other approved materials.
C311	NA	Curtain Wall Installer	To install metal frames, fix glass or other material panels for curtain walls.
C312	NA	Demolition Worker (Building)	To demolish, dismantle and remove buildings or structures of any part thereof.
C316	NA	Floor Layer	To lay timber, PVC, linoleum and similar flooring materials to floors, stair threads and skirtings, etc. (This job title excludes the laying of marble and granite slabs (or similar stones) on floor.)

Code		Job Title	Job Description
Skilled Worker	Semi-skilled Worker		
C320	NA	Ground Investigation Operator/Driller/Borer	To set up and operate drilling plant for ground investigation purposes; to take and store soil and rock samples or specimen for inspection and logging by engineers or technicians or logging geologists; to work with geotechnical field technicians to perform in-situ field tests.
C321	NA	Grouting Worker	To mix cement or other materials to carry out underground grouting works.
C325	NA	Marine Construction Plant Operator	To operate one or more types of plant and equipment for construction at sea including derrick, boom-grab bucket and boom-hook. (This job excludes mariners such as coxswain and barge and dredger crew responsible for the operation of the vessel (in contrast with construction plant).)
C327	C427	Metal Scaffolder	To erect, dismantle, maintain and repair metal scaffolding required in construction, repair or decoration work.
C330	NA	Piling Operative	To set up piling rig for driven or bored piles works, with basic knowledge of method, hand signals and geology related to piling.
C331	NA	Pipelay	To lay water mains, make pressurised joints by mechanical means, install pipes and fittings, construct beds and haunches, and surround pipes with concrete.
NA	C432	Builder's Lift Operator	To operate builders' lifts (passenger hoist) on construction site.
C334	NA	Plant and Equipment Operator (Hoist and Crane)	To operate one or more types of construction plant and equipment for material-handling purposes including crawler-mounted mobile crane, wheeled telescopic mobile crane, tower crane, truck-mounted crane, gantry crane etc.

Code		Job Title	Job Description
Skilled Worker	Semi-skilled Worker		
C335	NA	Plant and Equipment Operator (Piling)	To operate piling machines for driven or bored pile works.
C336	NA	Plant and Equipment Operator (Tunnelling)	To operate one or more types of construction plant and equipment inside tunnel including tunnel boring machine, locomotive, jumbo drilling machine and segment erection machine etc.
C340	NA	Prestressing Operative	To lay and fix prestressing tendons and ducts; to assemble prestressing couplings and anchorages and perform prestressing operation and grouting of ducts.
C342	NA	Shotcretor	To operate spraying machines to apply shotcrete or gunite.
C343	NA	Shotfirer	To calculate, prepare, load and detonate explosive charges in mines, quarries, civil engineering and building sites.
C347	C447	Tiler	To cut, shape and set tiles on walls, ceilings and floors to specified levels and patterns.
C348	NA	Trackworker	To lay and maintain trackworks for railways or other vehicles.
C350	C450	Window Frame Installer	To install window frame and sash and associated water proofing works for buildings or other structures.
C351	NA	Tunnel Worker	To carry out general tunnel construction works inside tunnels including installation of temporary support and working platform, ventilation duct, packer, protective fencing etc.
C352	NA	Asbestos Abatement Worker	To carry out asbestos abatement works.

Code		Job Title	Job Description
Skilled Worker	Semi-skilled Worker		
C353	C453	Hand-dug Caisson Worker	To construct building foundation by hand-dug caisson method.
C354	NA	Paving Block Layer	To lay paving blocks on floor; to compact the base layer with vibrating machines; to cut paving blocks to fit floor layout.
C355	NA	Plant and Equipment Operator (Suspended Working Platform)	To operate suspended working platform for carrying persons.
C356	NA	Plant and Equipment Operator (Demolition)	To operate powered mechanical plant or equipment in demolition works including crane, pneumatic breaker and hammer mounted on backactor etc.
C357	NA	Demolition Worker (Unauthorized Building Work)	To demolish, dismantle and remove unauthorized building works.

B. Electrical and Mechanical Trades

Code		Job Title	Job Description
Skilled Worker	Semi- skilled Worker		
E311	NA	Overhead Linesman	To construct, maintain and repair overhead line systems of all voltages on tubular steel, concrete, lattice girder or wood supports.
E323	E423	Building Security System Mechanic	To install, maintain and repair building security systems including building doorphone systems, closed circuit television systems, public address systems, security alarm systems and access control systems.
E324	E424	Communication System Mechanic	To fit, assemble, install, maintain and repair communication equipment and systems including block wiring systems, TV or satellite broadcast reception systems, nurse call systems, radio paging systems, building automation systems and other extra low voltage (ELV) systems.
E375	NA	Gas Installer	To install, commission and repair domestic and non-domestic gas appliances, gas supply systems, gas flow controls and meters connected to gas cylinders or gas supply points.