**List of Approved Suppliers of Materials and Specialist Contractors for Public Works**

**Submission of Updated Contractor Information**

**according to updated requirements in Contractor Management Handbook (January 2021)**

**Works Category: Ground Investigation Field Work**

**Name of Company:**

**Part I: Management and Staff Employment**

**Top Management** *(See Note 1)*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.*(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience (foreign and local) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |
| Experience (local only) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.*(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience (foreign and local) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |
| Experience (local only) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.*(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Experience (foreign and local) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |
| Experience (local only) in Managing a Construction Firm in the past eight years *(No. of years and months)* |  |

*\*delete as appropriate*

**Technical Staff** *(See Note 2)*

󠇑 A list of updated technical staff meeting the revised requirements is attached at **Table A**.

**Part II: Plant and Equipment**

󠇑 A list of plant and equipment meeting the revised requirements is attached at **Table B**.

**Part III: Qualified Safety Personnel** *(see Note 3)*

**Safety Officer** *(not applicable for contractors with highest group in Group C of the List of Approved Contractors of the List)*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.*(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Labour Department Registration No. |  |
| Experience *(No. of years) in ground investigation* |  |
| Attended training course provided for safety officer *(Course name and date of completion)* |  |

*\*delete as appropriate*

|  |  |
| --- | --- |
| Name *(in both Chinese and English)* |  |
| Hong Kong Identity Card / Passport\* No.*(First 4 alphabet(s) and digits, e.g. A123)* |  |
| Designation *(in both Chinese and English)* |  |
| Labour Department Registration No. |  |
| Experience *(No. of years) in ground investigation* |  |
| Attended training course provided for safety officer *(Course name and date of completion)* |  |

*\*delete as appropriate*

**Part IV: Integrity Management Policy** *(see Note 4)*

󠇑 A copy of Integrity Management Policy duly signed by the Top Management is enclosed.

**Part V: Registration with relevant authorities in Hong Kong (i.e. Quality Management System Certification)** *(see Note 5)*

󠇑 A copy of an accredited QMS certificate, or equivalent, is enclosed.

**Part VI: Other Company Information for Reference** (see *Note 6*)

|  |  |
| --- | --- |
| Updated company email address: |  |

󠇑 This company is also on the List of Approved Contractor for Public Works and/or List of Approved Suppliers of Materials and Specialist Contractors for Public Works under the following categories:

|  |  |  |
| --- | --- | --- |
| **Category** | **Group** | **Class** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note: (P) denotes “on probation”. For example, please insert “A(P)” for Group A (on probation).

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**STATEMENT**

 I certify that all information provided is true and complete to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Signed |  |
|  |  |  |
|  | Name of Authorized Signatory |  |
| Designation |  |
| Name of Company |  |

(Company Chop)

**Notes**

1. Please supply a copy of the curriculum vitae of each member of the Top Management. Details of experience in managing a construction firm must be clearly stated in the curriculum vitae. For minimum number and qualification of Top Management employed by the contractor for admission, retention, confirmation and promotion, please refer to Appendix 3C of the Contractor Management Handbook (CMH).
2. Please supply a copy of the curriculum vitae of each Technical Staff member. Details of experience must be clearly stated in the curriculum vitae. For minimum number and qualification of Technical Staff employed by the contractor for admission, retention, confirmation and promotion, please refer to Appendix 3C of the CMH.
3. Please supply a copy of the curriculum vitae of each Qualified Safety Personnel. This includes registered Safety Officer. For details of the Safety Supervisor, if applicable, should be provided in Table A(II). Details of experience must be clearly stated in the curriculum vitae. For minimum number, qualification and professions of Qualified Safety Personnel employed by the contractor for admission, retention, confirmation and promotion, please refer to Appendix 3C of the CMH and Chapter 3, Appendix III, para. 6(4) of the Construction Site Safety Manual.
4. The submitted Integrity Management Policy should cover at least the contents set out in the Sample Integrity Management Policy at Annex 3 to Appendix 2A of the CMH.
5. Quality Management System certificates issued under the rules of the Hong Kong Certification Body Accreditation Scheme (HKCAS) operated by the Hong Kong Accreditation Service (HKAS); i.e. bearing the HKCAS Accreditation Mark, and Quality Management System certificates bearing the accreditation mark of other accreditation bodies which are considered as having an equivalent standard by the DEVB.
6. The information in Part VI is provided for reference only.
7. This Form should be submitted together with all supporting documents in duplicate to the Professional Services Unit, Development Bureau, 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this Form for submission of updated contractor information by the contractor will be used by the Development Bureau, Hong Kong Special Administrative Region Government for the following purposes of

* activities relating to your retention on the Specialist List; and
* activities relating to the compilation of guest lists for various community events.

The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, we cannot ascertain your suitability for retention on the Specialist List.

Classes of Transferees

2. The personal data you provided by means of this form and in subsequent updates, if any, may be disclosed to other Government bureaux and departments, Hong Kong Housing Authority, Hospital Authority and Hong Kong Housing Society for the purposes of tender invitation, tender evaluation, contracts management, regulating action, promotion of the construction industry and other matters in relation thereto. It may also be disclosed to other Government bureaux and departments for the compilation of guest lists for various community events.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

Enquiries

4. Requests for access or correction of the personal data collected by means of this form should be made in writing to:

Senior Executive Officer (Professional Services)

Development Bureau,

15/F, West Wing, Central Government Offices,

2 Tim Mei Avenue, Tamar,

Hong Kong.

**Table A: List of Updated Technical Staff**

1. **Professional Staff**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Type***(Geotechnical Engineer / Engineering Geologist / Logging Geologist)* | **Name** *(in both Chinese and English)* | **Hong Kong Identity Card / Passport\* No.***(First 4 alphabet(s) and digits, e.g. A123)* | **Designation** *(in both Chinese and English)* | **DEVB approval date** | **Relevant Qualifications (academic) attained** | **Post-qualification experience in civil or geotechnical engineering, including Ground Investigation***(No. of years)* | **Post-qualification experience in Ground Investigation***(No. of years)* | **Other Qualifications** |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |

*\*delete as appropriate*

1. **Technical Supporting Staff**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Type***(Site Agent / Geotechnical Field Technician/Safety Supervisor)* | **Name** *(in both Chinese and English)* | **Hong Kong Identity Card / Passport\* No.***(First 4 alphabet(s) and digits, e.g. A123)* | **Designation** *(in both Chinese and English)* | **DEVB approval date** | **Relevant Qualifications (academic) attained** | **Post-qualification experience in civil or geotechnical engineering, including Ground Investigation***(No. of years)* | **Post-qualification experience in Ground Investigation** *(No. of years)* | **Other Qualifications***(REW/LP/QW/ RLEW/RGI)**(see Remarks(a))* |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |

*\*delete as appropriate*

**Table A: List of Updated Technical Staff**

1. **Qualified Workers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name** *(in both Chinese and English)* | **CWRO Registration No.** | **Skill Level***(Skilled / Semi-skilled)* | **Trade Division/ Class***(see Remarks(b))* | **Trade Test Certificate No.** *(Date of Expiry)* | **Relevant working experience** *(No. of years)* | **Other Qualifications***(REW/LP/QW/ RLEW/RGI)**(see Remarks(a))* |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |

**Remarks**

1. QW refers Qualified Welder.

REW refers “Registered Electrical Worker” registered under Electricity Ordinance, Cap 406.

LP refers “Licensed Plumber” registered under Waterworks Ordinance, Cap. 102.

RLEW refers “Registered Lift/Escalator Worker” registered under Lifts and Escalators Ordinance, Cap. 618.

RGI refers “Registered Gas Installer” registered under Gas Safety Ordinance, Cap 51.

The REW, LP, QW, RLEW and RGI, can be the Qualified Engineer, Technical Support Staff or Qualified Worker.

1. Please insert the following Trade Division / Class of Qualified Worker as appropriate:

|  |  |  |
| --- | --- | --- |
| Refrigeration / Air-conditioning / Ventilation Mechanic | Electrician | Qualified Welder (QW) |
| Plumber | Electronic Equipment Mechanic (Construction Work) | Registered Electrical Worker (REW), Grade [ ] |
| Fire Service Mechanic | Mechanical Fitter | Licensed Plumber (LP) |
| Ground Investigation Driller | Lift and Escalator Mechanic | Registered Lift/Escalator Worker (RLEW) |
|  |  | Registered Gas Installer (RGI) |

**Table B: List of Updated Plant and Equipment**

**Category:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item Description** | **Minimum Quantity** | **Remarks** |
| 1. | Drilling rigs (no.) | Capable of drilling at least 40m through soil or rock |  |  |
|  | Capable of drilling vertical or inclined holes up to 150m through soil or rock |  |  |
| 2. | Water pumps (no.) |  |  |
| 3. | Set of equipment for air-foam drilling (no.) |  |  |
| 4. | Casings  | NW & HW (metre for each size) |  |  |
| PW & SW (metre for each size) |  |  |
| 5. | Drilling rods | NW (metre) |  |  |
| HW (metre) |  |  |
| 6. | Soil samplers | U100 / U76 (no.) |  |  |
| Piston (no.) |  |  |
| Mazier (no.) |  |  |
| 7. | Rock samplers | Double tube (TNW &T2-101) (no. each) |  |  |
| Triple tube (NMLC, HMLC & 4C-MLC) (no. each) |  |  |
| 8. | Equipment for insitu tests | SPT (no.) |  |  |
| Rising, falling and constant head permeability (no. each) |  |  |
| packer (water absorption) (no.) |  |  |
| vane shear (no.) |  |  |
| Dipmeters (no.) |  |  |
| GCO probe (no.) |  |  |

**Note:**

1. The plant and equipment listed above are required to be owned by the GIFW specialist contractor in accordance with Appendix 3C of the CMH.

2. All equipment should be calibrated and subject to periodic recalibration and maintenance.