



# Development Bureau

The Government of the Hong Kong Special Administrative Region

# Contractor Management Handbook

First Issue Date: March 2001  
Revision Date: [January 2024](#)

Revision No.	Revision Date	Amendments
25	December 2023	<p>- Revision of Sections 2, 5 and Appendix 2A to incorporate the revised experience requirements for admission, confirmation and promotion on the List of Approved Contractors for Public Works, including:</p> <ul style="list-style-type: none"> <li>(i) recognising non-local contract experience for direct entry to Group C (confirmed) status;</li> <li>(ii) recognising local non-Government contract experience through “one Government contract <u>plus</u> one non-Government contract” arrangement for promotion route, confirmation route and direct entry to Group C (confirmed) status; and</li> <li>(iii) rationalising the minimum values of past contracts required in all routes for admission, confirmation and promotion to facilitate upward mobility and to remove previous inconsistencies.</li> </ul>
26	January 2024	<p>- Revision of standard proforma and guidance notes for the assessment of contractor’s performance (Appendix 4A and Appendix 4B) to include a new item in relation to compliance with the labour importation requirements.</p>

contract. In addition, the contractor may be subject to regulating actions for poor integrity such as negligence, misconduct and impropriety as proven in cases where his employees, agents or subcontractors have solicited, accepted or been given advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) in relation to any public works contract.

## **1.2 Effective Date**

1.2.1 This Handbook was first promulgated via Works Bureau Technical Circular (WBTC) No. 5/2001 – Contractor Management Handbook in 2001 and thereafter is updated as and when needed. The current version of this Handbook took effect from **18 January 2024**. When there is any update in the future, the revision date will be stated at the top right corner of the relevant page.

## **1.3 Effect on Existing Technical Circulars**

1.3.1 The relevant Technical Circulars which have been superseded or subsumed by this Handbook or shall be read in conjunction with this Handbook are listed in **Appendix 1**. The prevailing Technical Circulars are available at DEVB's website: [https://www.devb.gov.hk/en/publications\\_and\\_press\\_releases/technical\\_circulars/index.html](https://www.devb.gov.hk/en/publications_and_press_releases/technical_circulars/index.html).

## **1.4 Amendments in Revision No. 21 in January 2021**

1.4.1 The major amendments made in Revision 21 of the Handbook are listed below for ease of reference:

	<u>Brief Description</u>	<u>Reference</u>
(a)	General updating and restructuring	All Sections and appendices except Annexes 3 to 5, 10, 12, 22, 23, 25, 28, 34 to Appendix 3C, Annex to Appendix 4B and Appendix 5A
(b)	Adjustment of Group Tender Limits, Probationary Limits and Financial Criteria	Section 2, Section 3, Appendices 2A (Annex 2), 3B and 3C

	<u>Brief Description</u>	<u>Reference</u>
(c)	Revamping of admission and retention requirements	Section 2, Section 3, Appendices 2A, 3A and 3C

1.4.2 The revised admission/ confirmation/ promotion/ retention management and technical requirements for the contractors on the List and the Specialist List in Section 2 and Section 3, Appendices 2A and 3C took effect from **1 March 2021**. Existing contractors on the List and the Specialist List have been given a transitional period after which they are required to fully comply with these revised requirements by **1 March 2024**. Notwithstanding this transition period, contractors shall meet these revised requirements when tendering for a new contract with tender invitation date falling on or after the effective date, viz. **1 March 2022**.

## 1.5 Amendments in this Revision

1.5.1 Changes incorporated in the previous revisions of this Handbook are listed in the Revision Sheet and the details of amendments are available at DEVB's website: [https://www.devb.gov.hk/en/construction\\_sector\\_matters/contractors/index.html](https://www.devb.gov.hk/en/construction_sector_matters/contractors/index.html).

1.5.2 The major amendments made in **January 2024** version of this Handbook are listed below for easy reference:

	<u>Brief Description</u>	<u>Reference</u>
(a)	Revision of the "Standard Proforma of the Report on Contractor's Performance" and the "Guidance Notes for Completion of Reports" to include a new item in relation to compliance with labour importation requirements	Appendices 4A and 4B



## RESTRICTED

ITEM	ASPECTS OF PERFORMANCE	Very Good	Good	Satisfactory	Poor	Very Poor	Not Applicable
<b>Section 6</b>	<b>General obligations</b>						
6.1	Cleanliness of site						
6.2	Care of works						
6.3	Compliance with insurance requirements						
6.4	Coordination of utilities and other authorised contractors						
6.5	Compliance with conditions on road openings						
6.6	Care of utilities						
6.7	Compliance with enactments other than environmental						
6.8	Adequacy/submission of operational and maintenance						
6.9	Training of employer's personnel						
6.10	Adequacy of notice for inspection of works						
6.11	Payment of sub-contractors including nominated sub-contractors						
6.12	Compliance with particulars related to sub-contracting						
6.13	Attention to site security						
6.14	Attention to records						
6.15	Attention to submission of accounts/valuations						
6.16	Control of materials supplied by Government						
6.17	Preservation and protection of trees						
6.18	Compliance with BIM requirements						
6.19	Compliance with labour importation requirements						
	Overall rating						
<b>Section 7</b>	<b>Industry awareness</b>						
7.1	Employment of technician apprentices and building & civil engineering graduates						
7.2	Training of technician apprentices and building & civil engineering graduates						
7.3	Care and welfare of workers						
7.4	Care of the general public						
7.5	Employment of registered skilled workers and registered semi-skilled workers						
7.6	Training of workers to meet manpower demands						
7.7	Employment of sub-contractors registered from the Registered Specialist Trade Contractors Scheme						
7.8	Anti-mosquito breeding						
7.9	Compliance with site uniform requirements						
7.10	Productivity enhancements						
	Overall rating						
<b>Section 8</b>	<b>Resources</b>						
8.1	Adequacy of plant resources						
8.2	Adequacy of labour resources						
8.3	Adequacy of material resources						
	Overall rating						
<b>Section 9</b>	<b>Design</b>						
9.1	Collection & appreciation of information (e.g. design codes, design parameters)						
9.2	Adequacy and quality of design solutions						
9.3	Environmental friendliness, health & safety, innovation, energy efficiency, life cycle costs and productivity						
9.4	Consultation with relevant government departments and utility undertakers						
9.5	Quality and promptness of design submissions						
9.6	Quality and timely submission of as-built drawings, maintenance manuals and warranties						
	Overall rating						
<b>Section 10</b>	<b>Attendance to emergency (term contracts)</b>						
10.1	Response to call						
10.2	Attendance to on-call emergency repairs						
10.3	Speed of emergency repairs						
	Overall rating						

Note

Mark appropriate box of performance for each item with "X".

**Item 5.9 Compliance with provisions in SCC on sub-contracting and submission of the SMP**

- did the contractor ensure that his sub-contractors have not sub-contracted the whole of the works assigned to them?
- did the contractor employ his own staff under a direct contract of employment to manage and supervise his sub-contracting works?
- has the SMP been properly prepared as per the scope and contents stated in the Contract?
- did the contractor submit the SMP in time?
- has the contractor submitted the proposed measures and approaches as per the details stated in the contract?
- has the contractor updated and submitted his SMP to reflect his latest sub-contracting arrangement?

**Section 6 - General Obligations**

A “Poor” or “Very Poor” rating in Item 6.1 or Item 6.6 will result in “Poor” or “Very Poor” rating in this section respectively. A “Very Poor” rating in Item 6.10 or Item 6.17 (arising from old and valuable trees matters in accordance with DEVB TC(W) No. 5/2020) or Item 6.19 will result in “Very Poor” rating in the “Overall Performance” and an “Adverse” report.

**Item 6.1 Cleanliness of site**

The rating of this item should be determined in accordance with the scoring method given in Annex 1 to Appendix 4B.

**Item 6.2 Care of works**

- has the contractor exercised due care in the care of the works including also construction plant, temporary works and materials on site?
- has the contractor always been difficult in care of the works despite repeated warnings?
- in case of damage, has the contractor made good the damage with reasonable speed?

**Item 6.3 Compliance with insurance requirements**

- has the contractor complied with the insurance requirements as stipulated in the contract?
- is the contractor reluctant in complying with the insurance requirements despite repeated reminders?

3. According to paragraph 31 of DEVB TC(W) No. 5/2020, the reporting officer should consider rating this item as “Very Poor”, if the contractor is found liable for the damage or unauthorised removal of any OVTs on the site.)

**Item 6.18****Compliance with BIM requirements**

- has the contractor adopted Building Information Modelling (BIM) that complied with the requirements as stipulated in the contract and with functionality meeting the project requirements?
- has the contractor set up and effectively maintained the BIM team with sufficient personnel meeting the required qualifications, and provided adequate BIM training to complete the tasks in the contract?
- has the contractor submitted the required deliverables satisfactorily and in a timely manner to facilitate the adoption of different BIM uses?
- is the BIM model applied effectively for project delivery throughout different project stages?
- is the BIM model developed/updated in a timely manner to reflect the actual progress of works?

**Item 6.19****Compliance with labour importation requirements**

- has the contractor implemented reasonable measures to manage his imported labours resided in the designated quarters so as to make sure they follow the relevant house rules? Such reasonable measures include :
  - (i) Compliance with all applicable laws in Hong Kong including those laws to protect the welfare and safety of his imported labours;
  - (ii) Deployment of sufficient suitable and experienced personnel to manage the imported labours resided in the designated quarters including properly arranging essential services for them such as transportation, catering, and arranging leisure activities outside office hours;
  - (iii) Adoption of good management practices in the designated quarters, including taking appropriate management measures to prevent serious accidents among the imported labours;
  - (iv) Maintaining good communication with imported labours and timely conveying the latest updates on house rules to them;
  - (v) Issuing reminders or warnings to imported labours and handling the cases appropriately under relevant circumstances (e.g. when imported labours violate the house rules);
  - (vi) When imported labours violate the house rules, taking appropriate measures to control the damage of the incident, and timely reporting the incident to the Construction Sector Imported Labour Quarters Limited; and
  - (vii) Establishing a mechanism to regularly review the performance of the labour management personnel and provide them with improvement suggestions as appropriate.