



Development Bureau

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Contractor Management Handbook

First Issue Date: March 2001
Revision Date: [April 2026](#)

Revision No.	Revision Date	Amendments
29	April 2026	<ul style="list-style-type: none">- Revision of Section 1 to delete the transitional period for the revised admission/ confirmation/ promotion/ retention management and technical requirements- Revision of Sections 4 and 5 to include provisions to cover reporting of contractors' performance and associated handling procedures under Hospital Authority's designated contracts- General updating of Annex 1 to Appendix 3C

SECTION 4	REPORT ON CONTRACTOR’S PERFORMANCE.....	4-1
4.1	General	4-1
4.2	Central Record System.....	4-1
4.3	Managing Department.....	4-1
4.4	Reporting Department	4-2
4.5	Reports on Contractors’ Performance	4-3
4.6	Review of Reports on Contractors’ Performance.....	4-4
SECTION 5	REGULATING ACTIONS.....	5-1
5.1	General	5-1
5.2	Removal, Suspension, Downgrading or Demotion of Contractors	5-3
5.3	Uplifting of Suspension.....	5-12
5.4	Contractors Given Adverse Reports on Performance	5-12
5.5	Non-submission of Accounts and Information	5-18
5.6	Failure to Meet the Financial Criteria	5-20
5.7	Contractors Convicted of Contraventions of the Employment Ordinance (Cap. 57)	5-22
5.8	Contractors Convicted of Employing Illegal Workers or of Having Illegal Workers on Sites under their Control.....	5-23
5.9	Contractors Convicted of Site Safety or Environmental Offences or Incurring Serious Incidents on a Construction Site.....	5-25
5.10	Non-compliance with the Provisions for Employment of Technician Apprentices and Building & Civil Engineering Graduates	5-25
5.11	Non-compliance with the Provisions for Engagement of Sub- contractors Registered under Registered Specialist Trade Contractors Scheme.....	5-25
5.12	Failure to Obtain Quality Management System Certification as Required	5-25
5.13	Withdrawal of Tenders within the Tender Validity Period.....	5-25
5.14	Contractors Convicted of Contraventions of Section 27 of the Public Health and Municipal Services Ordinance (Cap. 132).....	5-28

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 **30 April 2026**. 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.

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**.

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.

1.5.2 The major amendments made in April 2026 version of this Handbook are listed below for easy reference:

	<u>Brief Description</u>	<u>Reference</u>
(a)	Deletion of transitional period for the revised admission/ confirmation/ promotion/ retention management and technical requirements.	Section 1
(b)	Addition of provisions to cover reporting of contractors' performance and the associated handling procedures for Hospital Authority's designated contracts.	Section 4 and Section 5
(c)	Update of the definition of "full-time" employment to align with the new definition under the amended Employment Ordinance.	Annex 1 to Appendix 3C

report.

4.4 Reporting Department

4.4.1 The department which controls a contract and prepares the reports on the contractor's performance on that contract is referred to as the Reporting Department.

4.4.2 To strengthen the procurement and governance of Hospital Authority's works contracts under subvention and entrustment agreements, DEVB and Hospital Authority agreed that the latter's new works contracts having an estimated contract value of over \$400 million ("**Hospital Authority's designated contracts**") shall adopt a pre-defined set of procurement and management requirements of public works contracts, inclusive of the reporting of contractors' performance and handling of Adverse reports on contractors' performance in accordance with the relevant provisions set out in Section 4 and Sub-section 5.4 of this Handbook respectively. Therefore, Hospital Authority will assume the role of the Reporting Department in managing Hospital Authority's designated contracts.

4.4.3 After having given the reports appropriate consideration, the Reporting Departments shall send the copies of all Adverse reports to SEO(PS), DEVB for inclusion in the Central Record System.

4.4.4 Where the Reporting Department does not assume the role of the Managing Department, it is important that the Managing Department is fully aware of the existence of the contract and is kept fully informed of the contractor's performance. The Reporting Department shall copy the Letter of Acceptance and all Adverse reports on the contractor's performance to the Managing Department. Where the contractor was required to be in more than one category or was required to be in one of two or more categories and is in more than one of the relevant categories, copies of the Letter of Acceptance and all Adverse reports shall be sent to all the relevant Managing Departments.

4.4.5 In addition, Reporting Departments shall send copies of all Adverse reports to all other Works Departments, Housing Authority and Hospital Authority. If any department requires further details with respect to an "Adverse" report, that department shall approach the Reporting Department who will respond direct, copying correspondence to the relevant Managing Department.

4.5.5 After the Maintenance Certificate or the Defects Liability Certificate has been issued, quarterly reports are no longer required. Instead, except for term contracts for which no further reports are required, a report on contractor's performance should be made upon issue of the final payment certificate (which will cover the resolution of claims).

4.5.6 If a contractor's overall performance is poor and close monitoring is desirable, additional six-weekly intervening reports between the normal reporting periods may be made by the Reporting Officer provided that the contractor shall be given written notice of not less than 7 working days before the next reporting date. The contractor will also be informed when the intervening reports are no longer required.

4.5.7 The reports should be prepared by the Supervising Officer's/Engineer's/Architect's/Surveyor's Representative² and be agreed by the Supervising Officer/Engineer/Architect/Surveyor². Where a consultant is named as the Supervising Officer/Engineer/Architect/Surveyor² for the contract, the report should be endorsed by the appropriate officer (D1 or above) of the Reporting Department.

4.5.8 The circulation of reports and correspondence relating to reports shall be classified as Restricted (Administration).

4.6 Review of Reports on Contractors' Performance

4.6.1 General

- (a) Two levels of Contractors' Performance Review Committees, namely Reporting Review Committee ("**RRC**")³ and Managing Review Committee ("**MRC**") are

Department may evaluate the need for preparing a quarterly report on contractor's performance. Subject to agreement of the relevant Managing Department, Reporting Department may not be required to prepare a quarterly report within the maintenance or defects liability period. In such case, SEO(PS), DEVB should be informed accordingly.

² For the purposes of completing reports on contractors' performance, the terminologies of "Project Manager/Supervisor/Service Manager" and their delegates in NEC are equivalent to "Supervising Officer/Engineer/Architect/Surveyor" and "Supervising Officer's/Engineer's/Architect's/Surveyor's Representative" in GCC respectively. The Project Manager, the Supervisor, the Service Manager and their delegates should coordinate among themselves to complete the reports.

³ In respect of Hospital Authority's designated contracts as defined in paragraph 4.4.2, the Reporting Review Committee ("**RRC**") shall mean the "Review Committee for Performance Appraisal System for Capital Works Contractors and Consultants for Major Capital Projects" or the "Review Committee for Performance Appraisal System for Capital Works Contractors and Consultants for Contracts other than those related to Major Capital Projects" ("**Review Committee**") of Hospital Authority. In this connection, all reference to the RRC in this Handbook shall include the Review Committee of Hospital Authority.

established to ensure that reports on contractors' performance are properly reviewed and considered, particularly when action is likely to be taken as a result of poor performance.

- (b) The RRC shall be established within the Reporting Department to review the performance of all the contractors undertaking works for the department. It will endorse/amend the Supervising Officer/Engineer/Maintenance Surveyor's assessment and forward the reports together with recommendations when appropriate, to the secretary of the relevant MRC. The MRC shall be established within the Managing Department to review the performance of those contractors in the relevant category with respect to all contracts in this category.
- (c) Where a Managing Department employs only contractors from the categories it manages, it may combine the two committees into a single Reporting/Managing Review Committee. However, if other departments employ contractors from the categories the Managing Department manages, its Reporting/Managing Review Committee must meet at the time for MRCs (see later) so that Reporting Departments have time to forward copies of their reports.
- (d) Where a department establishes RRCs for one or more of its Offices, rather than a departmental RRC, the Office Reporting Review Committees shall send copies of the report and recommendations direct to the relevant MRC. Reports with recommendations may be routed through departmental headquarter if required by the department.

4.6.2 Reporting Review Committee

- (a) Membership⁴ shall be: - Chairman : a D2 officer or above

Secretary : Senior professional officer or above

Members : at least a D1 officer or above and one other officer of at least professional rank

⁴ Review Committee of Hospital Authority shall include an ad-hoc member from the Architectural Services Department. The ad-hoc member is required to be present and handle Adverse report(s) on contractor(s) under Hospital Authority's designated contracts in a particular quarter.

- (iv) For voluntary suspension, the Chairman of the relevant RRC should interview the contractor if requested to do so by the Director of the Managing Department. The contractor shall send written confirmation of his acceptance of voluntary suspension to the Director of the Managing Department who will circulate this confirmation to all relevant bureaux/departments, Housing Authority, [Hospital Authority](#) and DEVB.
- (v) As soon as the MRC has considered the reports, the secretary shall forward to DEVB the minutes of the MRC's consideration of Adverse reports.

4.6.4 Timetable for Reporting on Contractors' Performance

- (a) Subject to paragraphs 4.5.5 and 4.5.6 above, the reporting date shall normally be the last day of February, May, August and November.
- (b) On or before the third working day after the reporting date (Saturdays not being counted as working days), the Reporting Officer shall prepare and send the soft copy of the performance report together with a duly signed hard copy to the secretary of the RRC for review and endorsement.
- (c) At the same time, the contractor shall be sent an advance copy of both Parts I and II of the report on contractor's performance, after agreement by the Supervising Officer/Engineer/Maintenance Surveyor or endorsement by an officer at D1 rank or above in the case of consultant administered projects. The report shall be sent to the contractor's head office by fax or by hand with a caveat that it will be subject to endorsement by the Chairman of the RRC. Where the report is subsequently amended by the Chairman of the RRC, the contractor shall be notified accordingly.
- (d) In the event of disagreement with the grading in the performance report, the contractor should notify the RRC on or before the 6th working day after the reporting date (Saturdays not being counted as working days) and submit written representations to the RRC in accordance with sub-paragraph (f) below.
- (e) On or before the thirteenth working day after the reporting date (Saturdays not being counted as working days), the RRC shall complete the review on all the reports except those where the contractors have indicated disagreements in

accordance with sub-paragraph (d) above and, if the RRC does not propose any alterations to the performance report, it shall send the reviewed Adverse reports, together with details of action being taken and recommendation, to reach the secretary of the relevant MRC, with copies to DEVB (Attention: SEO(PS)), other Works Departments, Housing Authority and Hospital Authority. Simultaneously, the Reporting Department shall arrange to upload all the performance reports to the CMIS and dispatch written notification to the Managing Department and DEVB (Attention: SEO(PS)) with all details of the contract number, the contractor's name, the contractor's classification and remarks (stating whether the report is Adverse or Not Adverse, and other remarks, if any) of each of the performance reports uploaded to the CMIS on or before the twenty-second working day after the reporting date (Saturdays not being counted as working day). Except for Adverse reports, hard copies of the performance reports need not be sent to the Managing Department and DEVB.

- (f) Subsequent to notifying the RRC of his disagreement with the grading in the performance report in accordance with sub-paragraph (d) above, the contractor should submit written representations to the RRC for a review of the grading by fax or by hand on or before the sixteenth working day after the reporting date (Saturdays not being counted as working days). The RRC shall inform the contractor in writing as soon as a decision has been made.
- (g) If the RRC intends to alter any grades in the performance report, it shall notify the contractor its intention in writing on or before the fourteenth working day (Saturdays not being counted as working days). In the event of disagreement with such proposed alterations, the contractor should notify the RRC on or before the sixteenth working day (Saturdays not being counted as working days) and submit written representations to the RRC for a review of the grading by fax or by hand on or before the twenty-first working day (Saturdays not being counted as working days). The RRC shall inform the contractor in writing as soon as a decision has been made.
- (h) On or before the twenty-sixth working day after the reporting date (Saturdays not being counted as working days), the RRC shall complete the review on the disagreement of the contractor with the grading in the performance report or its proposed alterations, and send the reviewed reports, together with details of action being taken and recommendation, to reach the secretary of the relevant MRC, with copies to DEVB (Attention: SEO(PS)), other Works Departments,

Housing Authority and Hospital Authority. Simultaneously, the Reporting Department shall arrange to upload all the performance reports to the CMIS and dispatch written notification to the Managing Department and DEVB (Attention: SEO(PS)) with all details of the contract number, the contractor's name, the contractor's classification and remarks (stating whether the report is Adverse or Not Adverse, and other remarks, if any) of each of the performance reports uploaded to the CMIS on or before the thirty-fifth working day after the reporting date (Saturdays not being counted as working day). Except for Adverse reports, hard copies of the performance reports need not be sent to the Managing Department and DEVB. The RRC shall inform the contractor in writing as soon as a decision has been made.

- (i) On receipt of the reviewed Adverse reports from the RRC, the MRC shall conduct further review on such reports, the actions being taken and the recommendations made by the RRC. The minutes of the MRC meeting and copies of the reports (where applicable) shall then be prepared and dispatched to DEVB (Attention: SEO(PS)) on or before the thirty-fifth working day after the reporting date (Saturdays not being counted as working days).
- (j) When additional six-weekly intervening reports between the normal reporting periods are required pursuant to sub-paragraph 5.4.5 (b) (iv) of Section 5, the Reporting Officer shall proceed with such reporting once the notification has been sent in accordance with paragraph 4.5.6 even if the review result of the MRC is not yet available.
- (k) When reports are being made for periods with reporting dates different to the normal quarterly reporting dates, the Supervising Officer/Engineer/ Maintenance Surveyor should complete the report within the time frame mentioned in sub-paragraph 4.6.4(b) above. However, the Review Committees shall exercise discretion in scheduling the reviews of reports as they deem appropriate to the circumstances, i.e. either immediately or as part of the normal review meeting.
- (l) It is recommended that MRCs should fix the dates of their normal review meetings at least twelve months in advance and advise all RRCs such that all appropriate representatives will be made available to attend MRC meetings if required.

- (c) contractors are all treated alike: firmly, but with consistency and fairness.

5.4.2 Please note sub-paragraph 4.6.4(c) above for the requirement of sending an advance copy of the Report on Contractor's Performance to the contractor.

5.4.3 For tenders invited without the exact category of works having been specified, the department managing the contract will act as the Managing Department for the purpose of performance reporting and taking appropriate regulating actions.

5.4.4 The Government must act fairly when taking regulating actions. Contractors must, therefore, be provided with the gist of the Government's case and be given adequate warning of proposed actions so that they may have the opportunity to present their view of the matter. Full consideration must be given to any points raised by contractors before action is taken.

5.4.5 Because the circumstances of contracts and contractors vary greatly, the following actions to be taken for consecutive Adverse reports are not rigid requirements, but if they are not followed, written justification is required on file.

- (a) 1st Adverse report: -

- (i) Warning Letter - The Chairman of the Reporting Review Committee ("RRC") shall write on behalf of his Director (or the Director (Development and Works) of Hospital Authority in case of Hospital Authority's designated contracts) to the contractor within two weeks of the reporting date advising him that the report is Adverse and the reasons for the Adverse report, and warning him of the need to improve (standard letter at **Appendix 5A**). The Managing Department will be advised of the same.
- (ii) Interview - The Chairman of the RRC or his representative shall interview the contractor within three weeks of the reporting date to discuss the shortcomings in his performance, the seriousness of the situation, and the need to suspend him from further tendering should there be a consecutive Adverse report. The Chairman shall write on behalf of his Director (or the Director (Development and Works) of Hospital Authority in case of Hospital Authority's designated contracts) to the contractor confirming the points made. It is particularly important to include the warning of possible suspension in the letter to the contractor. The Managing Department will be advised of the same.

- (b) 2nd consecutive Adverse report: -
- (i) Voluntary Suspension - The Chairman of the RRC or his representative shall write to the Managing Department for approval to interview the contractor with the aim of seeking the contractor's agreement to voluntary suspension i.e. to refrain from tendering. Upon receipt of the approval from the Managing Department (which should be issued promptly), the Chairman of the RRC will then interview the contractor (normally within 2 weeks after obtaining the approval from the Managing Department) explaining that his continuing poor performance requires action to protect Government's interests by ensuring that the contractor is not awarded any further [public works](#) contracts in the category until confidence in his performance is restored. At the same time, the Chairman of the RRC will invite the contractor to agree to voluntary suspension [from tendering for public works contracts](#) and to confirm this in writing to the Director of the Managing Department within 1 week after the interview date. The contractor should be warned that failure to agree to voluntary suspension within 1 week after the interview date could lead to mandatory suspension which will result in publication of the suspension by DEVB through appropriate means including DEVB's webpage, press release, gazette, etc. as DEVB thinks fit. The Chairman of the RRC should also confirm other points made at the interview and warn the contractor that at the end of the contract his performance will be assessed and if the overall assessment is Adverse, he may be downgraded, demoted or removed. The contractor should also be informed at the interview that he will be placed on a six weekly reporting schedule.
- (ii) On receipt of confirmation of voluntary suspension in writing, the Director of the Managing Department will circulate this confirmation to all the Works Departments, the Housing Authority, [Hospital Authority](#) and DEVB under restricted cover. The start date of the voluntary suspension shall be the date the contractor agrees to the suspension in writing or the date the Managing Department receives the written confirmation from the contractor concerned, whichever is the later. The period of voluntary suspension should continue until the suspension has been uplifted by the Managing Department. Uplifting of the voluntary suspension should be considered when the contractor has performed satisfactorily for a minimum of six months or until and in any event an overall review of the situation should be carried out at the first quarterly review after substantial completion/satisfactory completion of the contract (or de facto completion² where certificates of substantial

² For re-entered contracts, the de facto completion would be taken as at the time when all remaining works left by defaulting contractor and other necessary works (including rectification or remedial works) arising out of

completion/satisfactory completion have not been issued), whichever is the later. If voluntary suspension was made during the maintenance period or defects liability period, uplifting of the voluntary suspension should be considered when the contractor has performed satisfactorily for a minimum period of three months. The Chairman of the RRC shall write to the Director of the Managing Department recommending uplifting of voluntary suspension who shall then consult all the other Works Departments to ensure that there are no objections to the uplifting. Confirmation of the uplifting of suspension shall then be made by the Managing Department to all the Works Departments, the Housing Authority, [Hospital Authority](#) and DEVB under restricted cover.

- (iii) If the contractor does not agree to voluntary suspension, the Chairman of the RRC shall write to the Managing Department recommending that the contractor be suspended on a mandatory basis for the same period and subject to the same follow-up action as if the contractor agreed to voluntary suspension. If the Managing Department agrees to the RRC's recommendation, a proposal for mandatory suspension of the contractor shall be made to DEVB and copied to the RRC. In general, the Managing Department should only disagree with the recommendation of the Chairman of the RRC if there is a possibility that suspension of the contractor could adversely affect other contracts held by the contractor. Notwithstanding the above, if the case warrants, DEVB may request the Managing Department to review the justification(s) of the RRC's recommendation and to interview the contractor further to ensure that the RRC's recommendation is fair and reasonable. The Chairman of the Managing Review Committee ("MRC") shall write under restricted cover to all the Works Departments, the Housing Authority, [Hospital Authority](#) and DEVB advising why the recommendation for mandatory suspension of the contractor has not been supported. Mandatory suspension of a contractor will be actioned by DEVB and published through appropriate means as DEVB thinks fit.

- (iv) Six Weekly Reporting – This shall be introduced after the second consecutive Adverse quarterly report and continued until a Not Adverse report is received. Thereafter normal quarterly reports apply. If the six weekly reports on a contract have been discontinued and the contractor subsequently receives a further Adverse report, the six weekly reports should be immediately reintroduced until a Not Adverse report is received. Six weekly reports carry the same weight as quarterly reports and should be completed and processed in exactly the same manner. The RRC

re-entry have been completed by others.

(f) Adverse reports in several categories: -

At the stage when voluntary suspension is proposed, within the general framework of the guidelines, Managing Departments of the several categories involved should agree as to who should interview the contractor and to which category or categories the suspension should apply. If this cannot be resolved, the matter should be referred to DEVB for a decision.

5.4.6 For a contractor who has been admitted directly to Group C at confirmed status based on non-local contract experience, he shall be subject to a two-year observation period starting from the date of commencement of the first public works contract awarded to him (“observation period”). If he receives a total of two Adverse reports in any public works contract(s) or Hospital Authority’s designated contracts under the same category during the observation period, he shall be downgraded to probationary status in that category on a mandatory basis. For the avoidance of doubt, a contractor is regarded as having received an Adverse report during the observation period if the reporting quarter for such Adverse report is fully or partly within the observation period.

5.4.7 Once an Adverse report is issued to a contractor as mentioned in paragraph 5.4.6, the RRC shall inform the MRC immediately. The Managing Department shall then closely monitor the performance of that contractor and make a recommendation to downgrade him to probationary status if he receives a total of two Adverse reports in any public works contract(s) or Hospital Authority’s designated contracts under the same category during the observation period. For the avoidance of doubt, the downgrade on mandatory basis will be imposed in addition to and without limiting to the regulating action as stipulated in paragraph 5.4.5(b) above or other parts of this Handbook.

5.4.8 Departments may consider recommending suspension to be extended to other categories if a contractor consistently shows poor performance in aspects, such as poor management ability, which are likely to affect other categories of works. In such cases, the Chairman of the RRC shall write to the Chairman of the MRC recommending suspension in more than one category. The Chairman of the MRC will assess the reasons given by the RRC and make a follow-up recommendation to DEVB.

1. To count as staff, individuals must be full time¹ employees of the applicant and must be resident Hong Kong ID Card holders or Works Visa holders, and the practice must constitute their principal source of employment. Documentary evidence such as self-declaration letter specifying full-time employment with the company, bank payroll statement, Mandatory Provident Fund (MPF) contribution record, Employer's Return of Remuneration and Pensions to Inland Revenue Department, etc. shall be produced.
2. The Qualified Engineer shall be
 - a corporate member of the Hong Kong Institution of Engineers elected after 5 December 1975 with discipline relevant to category under application and with a minimum 2 years post-qualification experience in HKSAR, or
 - a Registered Professional Engineer (Engineer Registration Ordinance, Cap. 409) with discipline relevant to category under application.
3. The Technician shall have
 - an ordinary diploma or ordinary certificate of discipline relevant to the category under application from a Hong Kong polytechnic, technical college or technical institute, or equivalent, with 5 years' relevant experience in HKSAR, or
 - a higher diploma or higher certificate of discipline relevant to the category under application from a Hong Kong polytechnic, technical college or technical institute, or equivalent, with 3 years' relevant experience in HKSAR, or
 - a degree of discipline relevant to the category under application from a Hong Kong university, or equivalent, with 2 years' relevant experience in HKSAR.

The Site Supervisor shall have a minimum of 2 years' relevant experience in site supervision in HKSAR.

The Draftsman shall have relevant experience in drawing preparation and use of CAD terminal.

4. The Draftsman can be the Qualified Engineer, Technician or Site supervisor, but in that case, the manpower resource for the respective rank of staff shall be increased accordingly, i.e. the total nos. of technical support staff required shall remain the same.
5. Qualified Workers shall refer to registered skilled workers or registered semi-skilled workers in the appropriate trades/trade divisions enlisted under Schedule 1 of Construction Workers Registration Ordinance, or staff meeting statutory requirements, or Qualified Welder as defined in paragraph 7 below.

¹ "Full-time" employment means employment under a "continuous contract" as defined by the [Employment Ordinance](#). According to that Ordinance, an employee is regarded as being employed under a "continuous contract" if the following criteria are met:

- (a) the employee has been employed continuously by the same employer for four weeks or more; and
- (b) the employee has met one of the following working hours requirements :
 - (i) he has worked for at least 17 hours in each week; or
 - (ii) (where he has worked less than 17 hours in any week) he has worked for 68 hours or more in a four-week period^(Note) comprising that week and the three weeks next preceding that week.
(Note: The employee has been employed by the employer concerned during this four-week period.)