



Development Bureau

The Government of the Hong Kong Special Administrative Region

Contractor Management Handbook

First Issue Date: March 2001
Revision Date: [October 2025](#)

Revision No.	Revision Date	Amendments
25	December 2023	<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> (i) recognising non-local contract experience for direct entry to Group C (confirmed) status; (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 (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.
26	January 2024	<ul style="list-style-type: none"> - 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.
27	April 2025	<ul style="list-style-type: none"> - Revision of Appendix 3C to include a new admission and retention requirement on “Registration on Registered Plumbing Contractor (Provisional)” under “Plumbing Installation” category. - General updating of Section 7.
28	October 2025	<ul style="list-style-type: none"> - Revision of Appendix 2A and Appendix 3C to incorporate the revised threshold on convictions of site safety offences under the criteria “Performance in compliance with safety legislations” specified for admission/confirmation/promotion in the Approved List and Specialist List - Revision of the Sample Integrity Management Policy - Deletion of “Survey of Government Land Pressure Receivers subject to Steam and Air Pressure (but excluding Steam Boilers)” and “Survey of Government Land Steam Boilers” categories of the Specialist List

Annex 26	Not Used
Annex 27	Not Used
Annex 28	List of Tools/Equipment and Testing Instruments for Steam and Compressed Air Installation Category
Annex 29	Not Used
Annex 30	Not Used
Annex 31	List of Tools/Equipment and Testing Instruments for Survey of Lifting Appliances and Lifting Gear Category
Annex 32	List of Tools/Equipment and Testing Instruments for Swimming Pool Water Treatment Installation Category
Annex 33	List of Tools/Equipment and Testing Instruments for Uninterruptible Power Supply Installation Category
Annex 34	List of Tools/Equipment and Testing Instruments for Video Electronics Installation Category
Annex 35	Minimum Personnel and Equipment Requirements for Landscaping Category, Class I : General Landscape Work
Annex 36	List of Tools / Equipment and Testing Instruments for the Plumbing Installation Category

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 **8 October 2025**. 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**. 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 **31 December 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.

1.5.2 The major amendments made in **October 2025** version of this Handbook are listed below for easy reference:

	<u>Brief Description</u>	<u>Reference</u>
(a)	Revision of the threshold on convictions of site safety offences under the criteria "Performance in compliance with safety legislations" specified for admission/confirmation/promotion in the Approved List and Specialist List	Appendix 2A Appendix 3C
(b)	Revision of the Sample Integrity Management Policy	Annex 3 to Appendix 2A;

	<u>Brief Description</u>	<u>Reference</u>
(c)	Deletion of “Survey of Government Land Pressure Receivers subject to Steam and Air Pressure (but excluding Steam Boilers)” and “Survey of Government Land Steam Boilers” categories of the Specialist List.	Section 3, Appendices 3A, 3C and 4C

- (v) Should the applicant disagree with the Managing Department's rejection decision referred to in the sub-paragraph (b)(iv), he may write to the Managing Department within two weeks of receiving the rejection letter, to request for reconsideration of his application. The Deputy Director or an equivalent D3 officer of the Managing Department should make a decision within two calendar months of the receipt of applicant's request. If the applicant is still not satisfied with the decision, he may further lodge an appeal to DEVB within two weeks of the receipt of the reply from the Managing Department and the decision of DEVB shall be final and binding.
- (c) Admission will be subject to the applicant meeting the financial criteria, having the appropriate technical and management capabilities and in all other ways being considered suitable for admission in the Specialist List. For the avoidance of doubt, an applicant satisfying all applicable criteria in **Appendix 3C** may nonetheless be considered unsuitable for admission if there exist any matters which in the DEVB's view may affect the applicant's capabilities in undertaking public works.

3.3.6 Financial checking is not required for applicants of the following [10](#) categories but shall be subject to review from time to time (see also paragraph 7.7.2):

- (a) Broadcast Reception Installation
- (b) Catering Equipment Installation
- (c) Fabrication of Unfired Pressure Vessels
- (d) Land, Engineering and Hydrographic Survey Services
- (e) Liquefied Petroleum Gas Installation
- (f) Radio Electronics Installation
- (g) Repair and Restoration of Historic Buildings
- (h) Soil and Rock Testing

- (i) Survey of Lifting Appliances and Lifting Gear
- (j) Uninterruptible Power Supply Installation

3.3.7 If an application is successful, admission to the Specialist List will be notified in writing to the applicant by DEVB. The letter of notification will specify the category or categories to which the applicant has been admitted, his group, class and status as either probationary or confirmed and any other additional conditions/ requirements that the contractor shall follow regarding the admission to the Specialist List. For unsuccessful application, the applicant will be advised of the reasons for not being admitted but will be given the opportunity to present his view of the matter within two weeks from the date of notification. The non-admission is confirmed if no representations from the applicant are submitted within the specified period.

3.4 Re-Admission

3.4.1 A contractor who has been removed from any category under the Specialist List for financial reasons or for failure to submit a tender within a period of three years under subparagraph 5.2.3(b)(vi) below may be allowed to apply for re-admission in that category at any time after removal. However, subject to other provisions in this Handbook, a contractor who has been removed from any category under the Specialist List for any other reasons is not eligible for re-admission in that category for a period of two years from the date of removal. Any application for re-admission, including an application for re-admission after removal due to misconduct, will be deemed a fresh application for admission and will be subject to the criteria set forth in these Rules for the time being in force. For the avoidance of doubt, where direct admission is permissible in a category under the Specialist List, a contractor who has been removed from such category for any reason other than financial reasons or failure to submit a tender within a period of three years will not be re-admitted directly to confirmed status in such category under the Specialist List.

3.4.2 A contractor who has been removed from the Specialist List due to misconduct should submit with its re-admission application proof of successful completion of integrity training course², and establishment of an integrity management system (IMS) with the proof of complying with all the IMS requirements as prescribed in the “Guidelines for Setting Up of

² DEVB, with the assistance of the Corruption Prevention Department of the Independent Commission Against Corruption (ICAC), will develop training materials and conduct “train-the-trainer” workshops for top management, technical and supervisory staff of contractors who apply for re-admission in the Specialist List after the removal due to misconduct.

APPENDIX 2A Minimum financial, technical and management requirements for the List of Approved Contractors for Public Works

The suitability of a contractor for admission, confirmation and promotion to a category and group in the List is assessed mainly under six core elements, (namely experience, management, staff employment, safety, integrity and financial capability), as well as other specific technical requirements. A contractor on the List shall ensure his continuous compliance with the retention requirements. Subject to other provisions in the Handbook, the applicability of the criteria in this Appendix to admission, confirmation, promotion and retention are summarized in the table below.

	For admission, confirmation and promotion	For retention
Criterion 1 : Safety		
1.1 Qualified personnel	✓	✓
1.2 Performance in compliance with safety legislations	✓	✗ ¹
Criterion 2: Experience	✓	✗
Criterion 3: Management – Top Management		
3.1 Minimum number and qualifications	✓	✓
3.2 Continuous Capability Building	✗	✓
Criterion 4: Staff Employment – Technical Staff		
4.1 Minimum number and qualifications	✓	✓
4.2 Continuous Capability Building	✗	✓
Criterion 5: Financial Capability	✓	✓
Criterion 6: Integrity		
6.1 Integrity Management Policy	✓	✓
6.2 Integrity Training	✗	✓
Other Criteria: Business Registration Certificate, Statutory Registration and ISO 9001 Certification	✓	✓

¹ The policy and procedure for imposition of regulating action against contractors on the List for occurrence of a serious incident or conviction for site safety offences are set out in DEVB TC (W) No. 5/2023 and handled under that Technical Circular separately.

Buildings		Port Works	Roads & Drainage	Site Formation	Waterworks
Criterion 1: Safety					
Group A					
1.1 Qualified personnel	<u>Admission on Probation / Confirmation / Retention</u> - 1 no. of safety supervisor (see Remark 1.1)				
1.2 Performance in compliance with safety legislations #	<u>Admission on Probation / Confirmation</u> - < 4 safety offences in each of the rolling 6-month period in the past 12 months (see Remark 1.2)				
Group B					
1.1 Qualified personnel	<u>Admission on Probation (Direct Entry or By Promotion) / Confirmation / Retention</u> - 1 no. of safety supervisor (see Remark 1.1)				
1.2 Performance in compliance with safety legislations #	<u>Admission on Probation (Direct Entry or By Promotion) / Confirmation</u> - < 4 safety offences in each of the rolling 6-month period in the past 12 months (see Remark 1.2)				
Group C					
1.1 Qualified personnel	<u>Admission on Probation (Direct Entry or By Promotion) / Confirmation / Retention</u> - 1 no. of safety manager (see Remark 1.1)				
1.2 Performance in compliance with safety legislations #	<u>Admission on Probation (Direct Entry or By Promotion) / Confirmation</u> - < 4 safety offences in each of the rolling 6-month period in the past 12 months (see Remark 1.2)				

Remarks

1.2 Performance in compliance with safety legislations#

- The applicant shall not be convicted of 4 or more site safety offences counted by the date of commission and not by the date of conviction, each arising out of separate incidents in any 6-month period in the past 12 months counting from the submission of the application. For example, if an applicant submitted its application on 1 January 2021, the applicant shall not be convicted of 4 or more site safety offences in each of the rolling 6-month period below:

Rolling 6-month Period	1 Jan 20 to 30 Jun 20	1 Feb 20 to 31 Jul 20	1 Mar 20 to 31 Aug 20	1 Apr 20 to 30 Sep 20	1 May 20 to 31 Oct 20	1 Jun 20 to 30 Nov 20	1 Jul 20 to 31 Dec 20
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- A site safety offence means a conviction for any offence set out in the ordinances and their subsidiary legislations stipulated in paragraph 8(h) of DEVB TC (W) No. 5/2023 or subsequent updates. For applicants who do not have site experience in the HKSAR, a site safety offence means a conviction for any offence set out in the relevant occupational health and safety acts, regulations and their subsidiary legislations in its place of incorporation or place of major business. The applicants shall provide details of such site safety offence to DEVB and Managing Department(s) for assessment.
- The applicant shall declare his compliance with this assessment sub-criteria in the application form, and shall provide supporting documents upon request. In the event that an applicant's number of convictions exceeds the above limit, the applicant shall be regarded as having satisfied this requirement if the applicant already holds a certificate of compliance with ISO 45001 (or equivalent) and has completed a safety audit by external safety auditor recognised by DEVB to demonstrate its capability to deliver a relevant contract with satisfactory safety performance after the last conviction and within one year from its application.

Sample Integrity Management Policy

(name of Contractor) (“Company”) prohibits all forms of bribery and corruption and is committed to integrity, honesty and anti-corruption practices in doing business. All sole proprietor / partners / directors* and staff (hereafter referred as “personnel”) must abide by this integrity policy and the associated company rules / guidelines / code of conduct*.

- Our Company and all personnel have to observe the Prevention of Bribery Ordinance (Cap. 201) and Competition Ordinance (Cap. 619) and other integrity-related laws in Hong Kong Special Administrative Region.
- Our Company does not allow our personnel to solicit or accept any advantages¹ from any individuals or organizations having business dealings with our Company unless permission is granted for the acceptance, and such permission shall be in line with anti-corruption and integrity principles.
- Our Company prohibits all personnel from offering advantages to any staff or member of a government department or public body while having dealings of any kind with them. We also prohibit all personnel from offering advantages to any individual of organizations, whether directly or indirectly, for influencing them in any dealing, when conducting business with our Company.
- Our Company’s personnel are required to avoid accepting lavish or frequent entertainment from others having business dealings with our Company.
- Our Company requires all personnel to avoid any conflict of interest situation, or the perception of such. If unavoidable, the personnel concerned should make a declaration to the approving authority who should decide on actions for mitigating the conflict.
- Our Company prohibits all personnel from disclosing any classified information without authorization, and misusing any information of our Company or clients.
- Our Company has an internal reporting mechanism for our personnel to enquire matters relating to integrity and report possible breaches of integrity requirements. Our Company handles these reports promptly, prudently and in strict confidence.
- Our Company strictly forbids retaliation against any personnel who, in good faith, reports possible breaches of integrity requirements or who participates in the inquiry / investigation of the allegation.
- Any personnel in breach of integrity requirements will be subject to internal disciplinary action, including termination of appointment and / or referral to relevant law enforcement agencies. **Our Company will render full assistance to law enforcement agencies in the investigation of criminal offences.**
- Our Company is committed to partner with ethical business counterparts / entities / organisations who share the same value and commit to the same integrity standard.

(Company Chop)

Signature(s): _____

Name of Signatory: _____

Post Title of Signatory: _____

¹ Advantage is defined under the Prevention of Bribery Ordinance (Cap. 201) covering any gift, loan, fee, reward, commission, office, employment contract, discharge from obligation/liability/loan, service and favour, exercise or forbearance from exercise of right/power/duty, etc.

* delete as appropriate

Sample Integrity Management Policy
(Chinese Version)
誠信管理政策範本

_____(承建商名稱) (公司) 禁止一切形式的賄賂及貪污行為，秉持廉潔守正、誠實正直的精神經營業務，嚴禁貪污。所有獨資經營者／合伙人／董事*及員工(下稱「人員」)必須遵守本誠信政策及相關的公司規則／指引／行為守則*。

- 本公司及公司所有人員必須遵守《防止賄賂條例》(第 201 章)及《競爭條例》(第 619 章)，及香港特別行政區其他與誠信相關的法例。
- 本公司不容許人員向與本公司有業務往來的人士或機構索取利益¹ 或接受由該等人士或機構提供的利益。假如事先獲得批准接受有關利益，則作別論，而此類批准應符合反貪污及誠信原則。
- 本公司禁止所有人員在與政府部門或公共機構進行任何事務往來時，向其職員或成員提供利益，以及禁止所有人員向任何機構的成員提供利益(不論是直接或經第三者間接進行)，意圖影響他們與本公司進行業務往來時的決定。
- 本公司屬下人員必須避免接受與本公司有業務往來的單位所提供的奢華或頻密款待。
- 本公司要求所有人員避免陷入利益衝突的情況，或被視為有利益衝突的情況。假如無法避免，有關人員須向審批人員申報，由其決定應採取什麼行動緩解情況。
- 本公司禁止所有人員在未經授權下披露任何機密資料，或不當使用公司或客戶資料。
- 本公司設有內部通報機制，供人員查詢有關誠信的事宜，並舉報可能違反誠信規定的個案。本公司接獲舉報後會從速及謹慎地處理，而且絕對保密。
- 本公司嚴禁向真誠地舉報可能違反誠信規定個案的人員，或參與有關指控的研訊／調查人員報復。
- 任何違反誠信規定的人員將面對內部紀律處分，包括終止聘用及／或轉交相關執法機關處理。[本公司會於刑事犯罪調查時向執法機關提供全面協助。](#)
- 本公司致力與價值觀相同、秉持同等誠信標準和重視商業道德的伙伴／企業／機構合作。

(公司蓋章)

簽署:

簽署人員姓名:

簽署人員職銜:

¹ 根據《防止賄賂條例》(第 201 章)，利益的定義涵蓋任何饋贈、貸款、費用、報酬、佣金、職位、僱傭合約；解除義務／法律責任／貸款；服務及優待；行使或不行使權利／權力／職責等。

* 刪去不適用的部分。

Category, Class and Group in the Specialist List	Appendix 3A
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	Categories	Suppliers of Materials	Specialist Contractors	Managing Departments (Note)
32	Steam and Compressed Air Installation		X	Arch SD
33	Structural Steelwork		X	Hy D
34	Supply and Installation of Bearings for Highway Structures Class I – Mechanical Bearings Class II – Elastomeric Bearings		X	Hy D
35	Supply and Installation of Expansion Joints for Highway Structures		X	Hy D
36	Supply and Installation of Pumpsets and Associated Pipework		X	WSD
37	Supply and Installation of Water Treatment Plant		X	WSD
38	Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing	X	X	Hy D
39	Survey of Lifting Appliances and Lifting Gear		X	Arch SD
40	Swimming Pool Water Treatment Installation		X	Arch SD
41	Transparent Panels for Noise Barriers on Highways	X		Hy D
42	Turn-key Interior Design and Fitting-out Works Group I – Eligible to be awarded one contract as a Trade Test Group II – Eligible to be awarded more than one contract at any time		X	Arch SD
43	Uninterruptible Power Supply Installation		X	Arch SD
44	Video Electronics Installation		X	Arch SD

III. Staff Employment

- The specific staff employment criteria for each category are stipulated in the respective pages in this Appendix. A contractor shall be removed from the Specialist List or demoted to a lower group if he fails to comply with these requirements. In the event of any changes of the personnel in the technical staff, a contractor shall inform the Managing Department immediately.
- The continuous capability building requirements for technical staff (supervisory grade) below are only applicable to retention:
 - (a) The named member(s) of the technical staff (supervisory grade) is/are required to participate in an average of minimum 6 hours of capability building events per year, including minimum 1 hour safety-related event(s) and 1 hour integrity-related event(s), within the 3-year interval for updating the Contractor Profile as required in paragraph 3.8.2 of Section 3.
 - (b) Capability building events may be in the form of conferences, seminars, workshops, forums, training courses, etc. The contractor shall declare its compliance with these sub-criteria during renewal and submit documentary proof if requested.

IV. Safety¹

(i) Qualified Personnel

- The contractor shall employ at least one person who is qualified to be a safety supervisor in accordance with Chapter 3, Appendix III, paragraph 6(4) of the Construction Site Safety Manual. A contractor who is required to employ safety supervisor as specified in this Appendix shall be removed from the Specialist List or demoted to a lower group if he fails to comply with these requirements. In the event of any changes of the personnel in safety supervisor, a contractor shall inform the Managing Department immediately.
- The duties of the safety supervisor shall include providing assistance to the contractor in promoting the safety and health of its employees. Provided that the duties of the safety supervisor can be properly discharged, the safety supervisor may work on part-time basis or take up other tasks.

(ii) Performance in compliance with safety legislations (*not applicable to retention*)

- The applicant shall not be convicted of 4 or more site safety offences counted by the date of commission and not by the date of conviction, each arising out of separate incidents in any 6-month period in the past 12 months counting from the submission of the application. For example, if an applicant submitted its application on 1 January 2021, the applicant shall not be convicted of 4 or more site safety offences in each of the rolling 6-month period below:

¹ Not applicable to the following **five** categories: (i) Fabrication of Unfired Pressure Vessels, (ii) Prestressed Concrete Works for Highway Structures Class II – Supply of Prestressed Concrete Units; (iii) Transparent Panels for Noise Barriers on Highways; (iv) Survey of Lifting Appliances and Lifting Gear **and** (v) Soil and Rock Testing

Minimum Technical & Management Criteria for Admission, Confirmation, Promotion and Retention of Contractors for the Specialist List	Appendix 3C
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Categories		Page No	Annex No
38	Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing	38-1 – 38-5	-
39	Survey of Lifting Appliances and Lifting Gear	39-1 – 39-3	1, 31
40	Swimming Pool Water Treatment Installation	40-1 – 40-6	1, 32
41	Transparent Panels for Noise Barriers on Highways	41-1 – 41-3	-
42	Turn-key Interior Design and Fitting-out Works	42-1 – 42-6	-
43	Uninterruptible Power Supply Installation	43-1 – 43-4	1, 33
44	Video Electronics Installation	44-1 – 44-6	1, 34

Managing Department :	Architectural Services Department	
Works Category :	39. Survey of Lifting Appliances and Lifting Gear	Specialist Contractor
Brief Scope of Category: The scope of work in this category covers the carrying out of examination and test to ensure that lifting appliances and lifting gears are in safe working order and comply with the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations.		

Direct Entry**1. Experience**General

- (1) The applicant shall have adequate experience in the type and size of work of the category, as stipulated under “Job Reference for Inspection” below, with satisfactory quality of work compatible with Government standard on and in relation to survey of lifting appliances and lifting gear; and the surveys must be relevant and should preferably for various types of lifting appliances and lifting gear. Both thorough examination and proof load test should be included in the job records. Also at least one survey should be for crane with automatic safe load indicator.
- (2) The applicant shall provide documentary evidence to substantiate experience, such as copies of the certificate of test and thorough examination issued after the survey in the approved format under the Regulations signed by the Qualified Competent Examiner should be produced for inspection; and
- (3) For job experience outside the HKSAR, evidences as stipulated in the guidance notes of the application form must also be produced to the satisfaction of the DEVB; otherwise, it will not be considered as a valid job reference.

Job Reference for Inspection (In addition to the above, every job submitted by the applicant shall fulfill all requirements set out below; otherwise, it will not be considered as a valid job reference)

- (4) The applicant shall have at least 5 surveys, which were completed within past 3 years for site inspection; and
- (5) At least 2 of the above 5 surveys shall be completed within the past 12 months or at final stage; and
- (6) The applicant shall be able to arrange joint site inspections for the government’s examination of the quality of the submitted job reference within normal office hours; and
- (7) The scope of work for each of these 5 surveys shall cover the nature of works as described in the “Brief Scope of Category”.

2. Management and Staff Employment2.1 Top Management (See General Notes (1), Item II)

At least one member of the top management shall have a minimum experience of 5 years, out of which 3 years shall be local experience, in managing an electrical or mechanical engineering services company obtained in the past eight years. Please refer to General Notes (1), Item II in this Appendix in respect of continuous capability building requirement.

2.2 Technical Staff (See Annex 1 for definition of Staff Qualification)*2.2.1 Technical Support Staff*

- (A) Employ adequate nos. of inspectors with adequate and relevant academic qualification and working experience.
- (B) Staff meeting the following statutory registration requirements:
 - Qualified Competent Examiner (QCE) for lifting appliances and lifting gear in accordance with the Factory and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations Cap 59J (hereinafter referred to as the Regulations). The Competent Examiner should be a Registered Professional Engineer registered under the Engineers Registration Ordinance within the Mechanical or Marine discipline – 1 no. (minimum).

Documentary proof of the registration issued by the Engineers Registration Board should be provided.

Direct Entry	
3.	<p>Plant and Equipment <small>(See General Notes (4))</small></p> <p>Adequate nos. of calibrated testing instruments and equipment/tools for carrying out examination and test; valid calibration certificates for testing instruments/equipment shall be available. Refer Annex 31 for list of typical equipment, tools and testing instruments required.</p>
4.	<p>Office/Workshop Facilities</p> <p>Reasonably sized, suitably furnished office and workshop/storage areas. In general, the minimum office area shall be 20 m² and the minimum workshop + storage area shall be 20 m². Documentary evidence (e.g. purchase/lease agreement) to prove right of use shall be produced.</p>
5.	<p>Others</p> <p><u>5.1 Integrity</u></p> <p>Please refer to General Notes (1), Item V in this Appendix.</p>

Managing Department :	Architectural Services Department	
Works Category :	40. Swimming Pool Water Treatment Installation	Specialist Contractor
<p>Brief Scope of Category:</p> <p>The scope of work in this category covers the supply, installation and maintenance of equipment, piping and fittings for water treatment and distribution of swimming pool such as water circulation, filtration, pH control, chemical treatment, sterilization, disinfection, leisure pool, hydrotherapy pool, pool lighting installation, etc.</p> <p>Definition of Probationary Status (Para. 7.5.3 is not applicable for this category)</p> <p>Eligible for the award of a maximum of two contracts/subcontracts provided that the total value of works in this category does not exceed \$55 million</p>		

Minimum Technical & Management Criteria for Admission, Confirmation, Promotion and Retention of Contractors for the Specialist List

Appendix 3C

A. Entry on Probation	B. Confirmation	C. Direct Entry
<p>1. Experience</p> <p><u>General</u></p> <p>(1) The applicant shall have adequate experience in the type and size of work of the category, as stipulated under “Job Reference for Inspection” below, with satisfactory quality of work compatible with Government standard on and in relation to swimming pool water treatment installations; and</p> <p>(2) The applicant shall have adequate experience in contract management of work of the category, as stipulated under “Job Reference for Inspection” below, including solely and fully responsibility for carrying out contract management and coordination with building contractor and other building services / electrical and mechanical contractors; and</p> <p>(3) For job experience outside the HKSAR, evidences as stipulated in the guidance notes of the application form must also be produced to the satisfaction of the DEVB; otherwise, it will not be considered as a valid job reference.</p> <p><u>Job Reference for Inspection</u> (In addition to the above, every job submitted by the applicant shall fulfill all requirements set out below; otherwise, it will not be considered as a valid job reference)</p> <p>(4) The applicant shall submit at least 2 contracts, which were completed within the past 3 years for site inspection; and</p> <p>(5) At least one of the above 2 contracts shall be completed within the past 12 months or at final stage; and</p> <p>(6) These 2 contracts shall be direct contract, which was signed between the applicant and the employer of the concerned project; and</p> <p>(7) All statutory forms such as the Work Completion (Part of an Installation) Certificate (i.e. Form WR1 (A)) shall be issued under the name of the applicant; and</p>	<p>1. Experience</p> <p>(1) The applicant has satisfactorily completed, within the past 12 months, at least one relevant contract executed in HKSAR that satisfies the criteria stipulated in General Notes (3), awarded after inclusion in the category on probation; and</p> <p>(2) This contract shall be direct contract, which was signed between the applicant and the employer of the concerned project; and</p> <p>(3) All statutory forms such as the Work Completion (Part of an Installation) Certificate (i.e. Form WR1 (A)) shall be issued under the name of the applicant; and</p> <p>(4) The scope of work for this contract must fulfill all the following requirements:</p> <p>(a) Contract value of the work related to the category under application for confirmation exceeds \$8M; and</p> <p>(b) The contract shall cover major scope of works as described in the “Brief Scope of Category”; and</p> <p>(c) If the contract is a term contract, all of the above requirements 4 (a) to 4 (b) shall be fulfilled in one works order.</p> <p>(5) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <p>(a) The subcontract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and</p> <p>(b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and</p>	<p>Not Applicable.</p>

Minimum Technical & Management Criteria for Admission, Confirmation, Promotion and Retention of Contractors for the Specialist List

Appendix 3C

A. Entry on Probation	B. Confirmation	C. Direct Entry
<p>(8) The applicant shall be able to arrange joint site inspections for the government's examination of the quality and workmanship of the submitted job reference within normal office hours; and</p> <p>(9) The scope of work for each of these 2 contracts must fulfill all of the following requirements:</p> <p class="margin-left: 40px;">(a) Contract value of the work related to the category under application for inclusion exceeds \$16M; and</p> <p class="margin-left: 40px;">(b) The contract shall cover major scope of works as described in the "Brief Scope of Category".</p> <p>(10) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <p class="margin-left: 40px;">(a) The subcontract shall include all the relevant work as described under the "Brief Scope of Category" covered in the main contract; and</p> <p class="margin-left: 40px;">(b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and</p> <p class="margin-left: 40px;">(c) The party by which the applicant is awarded with the subcontract, and the upstream contracting parties up to and including the main contractor, which is the company awarded with the direct contract by the employer of the concerned project, all shall not be the swimming pool water treatment installation contractor for the project work; and</p> <p class="margin-left: 40px;">(d) The applicant must present documentary evidence to prove the above requirements are met and such evidence must be substantiated by all the relevant upstream contracting parties as mentioned at (c) above including letters from them, which must be signed by their authorized signatories to confirm that the applicant has met the above requirements in the subcontract; and</p> <p class="margin-left: 40px;">(e) Notwithstanding the above, the Managing Department may seek references on the applicant's technical and managerial capabilities from the employer, the relevant parties of the concerned project and other sources or confirmation on the authenticity of the proof provided by the applicant from the relevant parties of the concerned project.</p>	<p>(c) The party by which the applicant is awarded with the subcontract, and the upstream contracting parties up to and including the main contractor, which is the company awarded with the direct contract by the employer of the concerned project, all shall not be the swimming pool water treatment installation contractor for the project work.</p> <p>Apart from the above experience requirement, other criteria should be the same as that required for "A. Entry on Probation".</p>	

A. Entry on Probation	B. Confirmation	C. Direct Entry
<div>2. Registration with relevant authorities in Hong Kong (such as Quality Management System Certification, Building Authority etc.)</div> <div><u>Statutory Registration</u></div> <div>The applicant shall be a Registered Electrical Contractor registered under Electricity Ordinance, Cap. 406 and have full time technical staff (meeting the relevant statutory registration requirement) of number not less than that described in the Section “Management and Staff Employment”.</div> <div>3. Management and Staff Employment</div> <div><u>3.1 Top Management</u> (See General Notes (1), Item II)</div> <div>At least one member of the top management shall have a minimum experience of 5 years, out of which 3 years shall be local experience, in managing an electrical or mechanical engineering services company obtained in the past eight years. Please refer to General Notes (1), Item II in this Appendix in respect of continuous capability building requirement.</div> <div><u>3.2 Technical Staff</u> (See Annex 1 for definition of Staff Qualification)</div> <div><i>3.2.1 Qualified Engineer</i></div> <div>Employ at least 1 no. qualified engineer (Mechanical and Building Services discipline) with adequate and relevant professional and project management experience. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.</div> <div><i>3.2.2 Technical Support Staff</i></div> <div>Employ adequate nos. of technicians, site supervisors and draftsmen with adequate and relevant academic qualification and working experience. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.</div> <div><div>Technician2 nos.</div><div>Site supervisor2 nos.</div><div>Draftsman1 no.</div></div>		

A. Entry on Probation	B. Confirmation	C. Direct Entry
<p>3.2.3 Qualified Worker</p> <p>Employ adequate nos. of Qualified Workers in the following trades/ trade divisions:</p> <p>(A) Plumber Minimum score required 20 marks Skilled Plumber 20 marks Semi-skilled Plumber 15 marks</p> <p>(B) Electrician Minimum score required 20 marks Skilled Electrician 20 marks Semi-skilled Electrician 15 marks</p> <p>(C) Welder Qualified Welder (QW) 1 no.</p> <p>(D) Staff meeting the following statutory registration requirements:</p> <ul style="list-style-type: none"> - Registered Electrical Worker (REW) registered under Electricity Ordinance, Cap. 406. Grade B2 – 1 no. (minimum) - Licensed Plumber (LP) registered under Waterworks Ordinance, Cap. 102 – 1 no. (minimum) <p>The LP, REW and QW can be the Qualified Engineer, Technical Support Staff or Qualified Worker.</p> <p>4. Plant and Equipment^{(See General Notes (4))}</p> <p>Adequate modern drafting and computing facilities; minimum 1 no. CAD terminal. Adequate nos. of calibrated testing instruments and equipment/tools for carrying out installation, operation, maintenance and testing/commissioning services; valid calibration certificates for testing instruments shall be available. Refer to Annex 32 for list of typical equipment/tools and testing instruments required.</p>		

A. Entry on Probation	B. Confirmation	C. Direct Entry
<div><div>5. Office/Workshop Facilities</div><div>Local office/workshop in Hong Kong SAR is required. Reasonably sized, suitably furnished office and workshop/storage areas. In general, the minimum office area shall be 40 m² and the minimum workshop + storage area shall be 30 m². Documentary evidence (e.g. purchase/lease agreement) to prove right of use shall be produced.</div></div> <div><div>6. Others</div><div><div><u>6.1 Safety</u></div><div>Please refer to General Notes (1), Item IV in this Appendix.</div></div><div><div><u>6.2 Integrity</u></div><div>Please refer to General Notes (1), Item V in this Appendix.</div></div></div>		

Managing Department :	Highways Department	
Works Category :	41. Transparent Panels for Noise Barriers on Highways	Supplier
<p>Brief Scope of Category:</p> <p>The scope of work in this category covers the supply of transparent panels for noise barriers on highways. The materials shall be of suitable mechanical and acoustic properties, and proven performance and durability. They shall functionally and aesthetically fit with the structural system of the noise barriers, and shall also perform safely in fire and traffic accidents and satisfactorily in glare reduction.</p>		

Direct Entry

1. Experience

The transparent panels shall have successfully performed in at least 1 project for noise barriers on highways or similar works in the past 3 years, each with a value of \$0.8M or more. References on these projects from consulting engineer (architects or clients if there is no consulting engineer) must be submitted, which may be verified by site visits.

2. Registration with relevant authorities in Hong Kong (such as ISO9000 Certification, Building Authority etc.)

The transparent panels shall be manufactured under a quality management system certified by an internationally recognized certifying body.

3. Management and Staff Employment

3.1 Top Management (See General Notes (1), Item II)

At least one top management with one year of relevant technical and managerial experience in the design and construction of noise barriers on highways is required. Documentary proof shall be submitted to demonstrate sufficient commitment for control of the works. Please refer to General Notes (1), Item II in this Appendix in respect of continuous capability building requirement.

3.2 Technical Staff

Professional and technical staff experienced in the design and construction of noise barriers on highways are required. All the named technical staff shall be under full time employment. Proof of valid employment, e.g., employment contracts, MPF records, etc. shall be submitted. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.

4. Plant and Equipment (See General Notes (4))

Not Applicable

5. Office/Workshop Facilities

Local office in Hong Kong is required.

6. Training Facilities

Not Applicable

7. Others

7.1 Integrity: Please refer to General Notes (1), Item V in this Appendix.

7.2 Satisfactory technical information, including testing reports from independent organizations, shall be submitted, to demonstrate that the transparent panels and their any accessories shall meet the principles and considerations given in the Bridges & Structures Division Practice Note No. BSTR/PN/003 – Noise Barriers with Transparent Panels, issued by the Highways Department or equivalent international standards.

Direct Entry

- 7.3 The materials to be approved shall possess acceptable application history of at least 5 years in weather conditions similar to Hong Kong climate, and be subject to a 10-year performance warranty.
- 7.4 Applicants will be required to complete a standard questionnaire entitled “Questionnaire for Application for Inclusion in the List / Pre-application vetting” (Questionnaire) and submit/supplement all the necessary supporting documents in the application for inclusion into the category. In completing the questionnaire, reference can be made to the “Guidelines for Applicants in Completing the Questionnaire for Application for Inclusion in the List / Pre-application vetting” (Guidelines). The Questionnaire and the Guidelines can be obtained from the website, https://www.hyd.gov.hk/en/service_enquiries/public_forms/index.html.

Note: The Bridges & Structures Division Practice Note No. BSTR/PN/003 referred to in item 7.2 above is available on Highways Department’s website at <http://www.hyd.gov.hk>.

Managing Department :	Architectural Services Department	
Works Category :	42. Turn-key Interior Design and Fitting-out Works	Specialist Contractor
<p>Group I : Eligible to be awarded one contract at any one time as a Trade Test.</p> <p>Group II : Eligible to be awarded more than one contract at any one time.</p> <p>Brief Scope of Category:</p> <p>The scope of work in this category covers the design and fitting-out works for Government department/bureaux.</p>		

Group I	Group II
A. Direct Entry	A. Direct Entry
<p>1. Experience</p> <p><u>General</u></p> <p>(1) The applicant shall have adequate experience in the type and size of work of the category, as stipulated under “Job Reference for Inspection” below, with satisfactory quality of work compatible with Government standard on and in relation to Turn-key Interior Design & Fitting-out Works; and</p> <p>(2) The applicant shall have adequate experience in contract management of work of the category, as stipulated under “Job Reference for Inspection” below, including solely and fully responsible for carrying out contract management and, coordination with building contractor and other building services / electrical and mechanical contractors; and</p> <p>(3) For job experience outside the HKSAR, evidences as stipulated in the guidance notes of the application form must also be produced to the satisfaction of the DEVB; otherwise, it will not be considered as a valid job reference.</p> <p><u>Job Reference for Inspection</u> (In addition to the above, every job submitted by the applicant shall fulfill all requirements set out below; otherwise, it will not be considered as a valid job reference)</p> <p>(4) The applicant shall submit at least 3 contracts with contract value of the works related to Turn-key Interior Design & Fitting-out Works in each contract exceeded \$8M and were completed within the past 5 years for site inspection. Besides, one of the contract in the submission shall have a contract value of the works related to the Turn-key Interior Design & Fitting-out Works exceeded \$24M; and</p> <p>(5) At least one of the above 3 contracts shall be completed within the past 12 months or at final stage; and</p> <p>(6) These 3 contracts shall be direct contract, which was signed between the applicant and the employer of the concerned project; and</p> <p>(7) The applicant shall be able to arrange joint site inspections for the government’s examination of the quality and workmanship of the submitted job reference within normal office hours; and</p> <p>(8) The scope of works for the submitted contracts shall cover major scope of works in the Turn-key Interior Design & Fitting-out Works; and</p>	Not Applicable

Group I	Group II
A. Direct Entry	A. Direct Entry
<p>(9) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <ul style="list-style-type: none"> (a) The subcontract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and (b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and (c) The subcontract shall be signed between the applicant and the main contractor which is the company awarded with the direct contract by the employer of the concerned project; and (d) The aforementioned main contractor shall not be the Turn-key Interior Design & Fitting-out Works contractor for the project work; and (e) The applicant must present documentary evidence to prove the above requirements are met and such evidence must be substantiated by the main contractor including a letter, which must be signed by the main contractor’s authorized signatory to confirm that the applicant has met the above requirements in the subcontract; and (f) Notwithstanding the above, the Managing Department may seek references on the applicant’s technical and managerial capabilities from the employer, the relevant parties of the concerned project and other sources or confirmation on the authenticity of the proof provided by the applicant from the relevant parties of the concerned project. <p>2. Registration with relevant authorities in Hong Kong (such as Quality Management System Certification, Building Authority etc.)</p> <p>The applicant must be an approved contractor under Buildings category in the List of Approved Contractors for Public Works.</p> <p>3. Management and Staff Employment</p> <p><u>3.1 Top Management</u>^{(See General Notes (1), Item II)}</p> <p>Not Applicable</p>	

Group I	Group II
A. Direct Entry	A. Direct Entry
<p><u>3.2 Technical Staff</u></p> <p>At least one qualified Architectural and Interior Designer (AP - List of Architects); one qualified Structural Engineer (RSE); one qualified Building Services Engineer (CIBSE or HKIE (BS)); one qualified contract manager with at least ten years' management experience in construction industry (Ordinary Certificate in Building Studies); four full time site supervisory staffs in both building and building services/ electrical and mechanical discipline each with at least five years' experience in construction industry. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.</p> <p>4. Plant and Equipment^{(See General Notes (4))}</p> <p>Not Applicable</p> <p>5. Office/Workshop Facilities</p> <p>A design office and workshop suitable for the nature of work. Local office and local workshop in Hong Kong are required.</p> <p>6. Training Facilities</p> <p>Not Applicable</p> <p>7. Others</p> <p>7.1 Safety: Please refer to General Notes (1), Item IV in this Appendix.</p> <p>7.2 Integrity: Please refer to General Notes (1), Item V in this Appendix.</p> <p>7.3 Supporting facilities from suppliers/manufacturers/agents</p> <p>7.4 Regular subcontractors</p>	

Group I	Group II
	<p data-bbox="1496 252 1798 276">B. Entry by Promotion</p> <p data-bbox="1137 308 1335 331">1. Experience</p> <p data-bbox="1137 363 2159 467">(1) Satisfactory completion of the Trade Test (satisfactory completion of at least one relevant contract executed in HKSAR or 1st tier sub-contract under this Works Category within the past 5 years, after inclusion in Group I, and of value above \$16M) and have good result in the full Performance Assessment</p> <p data-bbox="1137 499 2159 547">(2) Sub-contract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <p data-bbox="1205 579 2159 627">(a) The sub-contract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and</p> <p data-bbox="1205 659 2159 707">(b) The applicant shall have undertaken the full scope of work covered in the sub-contract, solely and fully, including contract management; and</p> <p data-bbox="1205 738 2159 818">(c) The sub-contract shall be signed between the applicant and the main contractor which is the company awarded with the direct contract by the employer of the concerned project; and</p> <p data-bbox="1205 850 2159 898">(d) The aforementioned main contractor shall not be the Turn-key Interior Design & Fitting-out Works contractor for the project work; and</p> <p data-bbox="1205 930 2159 1058">(e) The applicant must present documentary evidence to prove the above requirements are met and such evidence must be substantiated by the main contractor including a letter which must be signed by the main contractor’s authorized signatories to confirm that the applicant has met the above requirements in the sub-contract; and</p> <p data-bbox="1205 1090 2159 1217">(f) Notwithstanding the above, the Managing Department may seek references on the applicant’s technical and managerial capabilities from the employer, the relevant parties of the concerned project and other sources or confirmation on the authenticity of the proof provided by the applicant from the relevant parties of the concerned project.</p> <p data-bbox="1137 1249 2159 1297">2. Registration with relevant authorities in Hong Kong (such as Quality Management System Certification, Building Authority etc.)</p> <p data-bbox="1205 1329 2159 1377">The applicant must be an approved contractor under Buildings category in the List of Approved Contractors for Public Works.</p>

Group I	Group II
	B. Entry by Promotion
	<p>3. Management and Staff Employment</p> <p><u>3.1 Top Management</u>^{(See General Notes (1), Item II)}</p> <p>Not Applicable</p> <p><u>3.2 Technical Staff</u></p> <p>At least one qualified Architectural and Interior Designer (AP - List of Architects); one qualified Structural Engineer (RSE); one qualified Building Services Engineer (CIBSE or HKIE (BS)); one qualified contract manager with at least ten years' management experience in construction industry (Ordinary Certificate in Building Studies); four full time site supervisory staffs in both building and building services / electrical and mechanical discipline each with at least five years' experience in construction industry. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.</p> <p>4. Plant and Equipment^{(See General Notes (4))}</p> <p>Not Applicable</p> <p>5. Office/Workshop Facilities</p> <p>A design office and workshop suitable for the nature of work. Local office and local workshop in Hong Kong are required.</p> <p>6. Training Facilities</p> <p>Not Applicable</p> <p>7. Others</p> <p>7.1 Safety: Please refer to General Notes (1), Item IV in this Appendix.</p> <p>7.2 Integrity: Please refer to General Notes (1), Item V in this Appendix.</p> <p>7.3 Supporting facilities from suppliers/ manufacturers/agents</p> <p>7.4 Regular subcontractors</p>

Managing Department :	Architectural Services Department	
Works Category :	43. Uninterruptible Power Supply Installation	Specialist Contractor
Brief Scope of Category: The scope of work in this category covers the supply, installation and maintenance of static-type, uninterruptible power supply (UPS) systems together with the associated batteries, control and monitoring accessories, which are mainly deployed to support computer operations.		

Direct Entry

1. Experience

General

- (1) The applicant shall have adequate experience in the type and size of work of the category, as stipulated under “Job Reference for Inspection” below, with satisfactory quality of work compatible with Government standard on and in relation to uninterruptible power supply installations; and
- (2) The applicant shall have adequate experience in contract management of work of the category, as stipulated under “Job Reference for Inspection” below, including solely and fully responsibility for carrying out contract management and coordination with building contractor and other building services / electrical and mechanical contractors; and
- (3) For job experience outside the HKSAR, evidences as stipulated in the guidance notes of the application form must also be produced to the satisfaction of the DEVB; otherwise, it will not be considered as a valid job reference.

Job Reference for Inspection (In addition to the above, every job submitted by the applicant shall fulfill all requirements set out below; otherwise, it will not be considered as a valid job reference)

- (4) The applicant shall submit at least 2 contracts, which were completed within the past 3 years for site inspection; and
- (5) At least one of the above 2 contracts shall be completed within the past 12 months or at final stage; and
- (6) These 2 contracts shall be direct contract, which was signed between the applicant and the employer of the concerned project; and
- (7) All statutory forms such as the Work Completion (Part of an Installation) Certificate (i.e. Form WR1 (A)) shall be issued under the name of the applicant; and
- (8) The applicant shall be able to arrange joint site inspections for the government’s examination of the quality and workmanship of the submitted job reference within normal office hours; and
- (9) The scope of work for each of these 2 contracts must fulfill all of the following requirements:
 - (a) Contract value of the work related to the category under application for inclusion exceeds \$0.8M; and
 - (b) The UPS rating in at least one of the above 2 contracts should be of 80kVA or above; and
 - (c) The contract shall cover the nature of works as described in the “Brief Scope of Category”.
- (10) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:
 - (a) The subcontract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and
 - (b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and
 - (c) The party by which the applicant is awarded with the subcontract, and the upstream contracting parties up to and including the main contractor, which is the company awarded with the direct contract by the employer of the concerned project, all shall not be the uninterruptible power supply system contractor for the project work; and

Direct Entry

- (d) The applicant must present documentary evidence to prove the above requirements are met and such evidence must be substantiated by all the relevant upstream contracting parties as mentioned at (c) above including letters from them, which must be signed by their authorized signatories to confirm that the applicant has met the above requirements in the subcontract; and
- (e) Notwithstanding the above, the Managing Department may seek references on the applicant's technical and managerial capabilities from the employer, the relevant parties of the concerned project and other sources or confirmation on the authenticity of the proof provided by the applicant from the relevant parties of the concerned project.

2. Registration with relevant authorities in Hong Kong (such as Quality Management System Certification, Building Authority etc.)Statutory Registration

The applicant shall be a Registered Electrical Contractor registered under Electricity Ordinance, Cap. 406 and have full time technical staff (meeting the relevant statutory registration requirement) of number not less than that described in the Section "Management and Staff Employment".

3. Management and Staff Employment3.1 Top Management (See General Notes (1), Item II)

At least one member of the top management shall have a minimum experience of 5 years, out of which 3 years shall be local experience, in managing an electrical or mechanical engineering services company obtained in the past eight years. Please refer to General Notes (1), Item II in this Appendix in respect of continuous capability building requirement.

3.2 Technical Staff (See Annex 1 for definition of Staff Qualification)*3.2.1 Technical Support Staff*

Employ adequate nos. of technicians, site supervisors and draftsmen with adequate and relevant academic qualification and working experience. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.

Technician	1 no.
Site supervisor	1 no.
Draftsman	1 no.

3.2.2 Qualified Worker

Employ adequate nos. of Qualified Workers in the following trades/trade divisions:

(A) Electronic Equipment Mechanic (Construction Work)

Minimum score required	40 marks
Skilled Electronic Equipment Mechanic (Construction Work)	20 marks
Semi-skilled Electronic Equipment Mechanic (Construction Work)	15 marks

(B) Staff meeting the following statutory registration requirements:

- Registered Electrical Worker (REW) registered under Electricity Ordinance, Cap. 406. Grade C2 – 1 no. (minimum)

The REW can be the Technical Support Staff or Qualified Worker.

Direct Entry**4. Plant and Equipment**^{(See General Notes (4))}

Adequate modern drafting and computing facilities; minimum 1 no. CAD terminal.

Adequate nos. of calibrated testing instruments and equipment/tools for carrying out installation, operation, maintenance and testing/commissioning services; valid calibration certificates for testing instruments shall be available. Refer **Annex 33** for list of typical equipment/tools and testing instruments required.

5. Office/Workshop Facilities

Local office/workshop in Hong Kong SAR is required. Reasonably sized, suitably furnished office and workshop/storage areas. In general, the minimum office area shall be 40 m² and the minimum workshop + storage area shall be 40 m². Documentary evidence (e.g. purchase/lease agreement) to prove right of use shall be produced.

6. Others6.1 Safety

Please refer to General Notes (1), Item IV in this Appendix.

6.2 Integrity

Please refer to General Notes (1), Item V in this Appendix.

6.3 Authorized Agency

Preferably be an authorized agent in HKSAR for essential equipment. Documentary evidence such as authorized agency agreements shall be available.

6.4 Support from Principal

Technical support from principal(s) of relevant agency is desirable. Applicant to demonstrate scope and extent (such as design, backup on installation / maintenance etc.) of support.

Managing Department :	Architectural Services Department	
Works Category :	44. Video Electronics Installation	Specialist Contractor
<p>Brief Scope of Category:</p> <p>The scope of work in this category covers the supply, installation and maintenance of video cassette recorder, video camera, monitor etc. commonly used for closed circuit TV system, video recording/display system and visual system at different venues.</p> <p>Definition of Probationary Status (Para. 7.5.3 is not applicable for this category)</p> <p>Eligible for the award of a maximum of two contracts/subcontracts provided that the total value of works in this category does not exceed \$5.5 million</p>		

Minimum Technical & Management Criteria for Admission, Confirmation, Promotion and Retention of Contractors for the Specialist List

Appendix 3C

A. Entry on Probation	B. Confirmation	C. Direct Entry
<p>1. Experience</p> <p><u>General</u></p> <p>(1) The applicant shall have adequate experience in the type and size of work of the category, as stipulated under “Job Reference for Inspection” below, with satisfactory quality of work compatible with Government standard on and in relation to video electronics installations; and</p> <p>(2) The applicant shall have adequate experience in contract management of work of the category, as stipulated under “Job Reference for Inspection” below, including solely and fully responsibility for carrying out contract management and coordination with building contractor and other building services / electrical and mechanical contractors; and</p> <p>(3) For job experience outside the HKSAR, evidences as stipulated in the guidance notes of the application form must also be produced to the satisfaction of the DEVB; otherwise, it will not be considered as a valid job reference.</p> <p><u>Job Reference for Inspection</u> (In addition to the above, every job submitted by the applicant shall fulfill all requirements set out below; otherwise, it will not be considered as a valid job reference)</p> <p>(4) The applicant shall submit at least 2 contracts, which were completed within the past 3 years for site inspection; and</p> <p>(5) At least one of the above 2 contracts shall be completed within the past 12 months or at final stage.</p> <p>(6) These 2 contracts shall be direct contract, which was signed between the applicant and the employer of the concerned project; and</p> <p>(7) The applicant shall be able to arrange joint site inspections for the government’s examination of the quality and workmanship of the submitted job reference within normal office hours; and</p>	<p>1. Experience</p> <p>(1) The applicant has satisfactorily completed, within the past 12 months, at least relevant contract executed in HKSAR that satisfies the criteria stipulated in General Notes (3), awarded after inclusion in the category on probation; and</p> <p>(2) This contract shall be direct contract, which was signed between the applicant and the employer of the concerned project; and</p> <p>(3) The scope of work for this contract must fulfill all the following requirements:</p> <p>(a) Contract value of the work related to the category under application for confirmation exceeds \$0.3M; and</p> <p>(b) The contract shall cover the nature of works as described in the “Brief Scope of Category”; and</p> <p>(c) If the contract is a term contract, all of the above requirements 3 (a) and 3 (b) shall be fulfilled in one works order.</p> <p>(4) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <p>(a) The subcontract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and</p> <p>(b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and</p> <p>(c) The party by which the applicant is awarded with the subcontract, and the upstream contracting parties up to and including the main contractor, which is the company awarded with the direct contract by the employer of the concerned project, all shall not be the video electronics installation contractor for the project work.</p> <p>Apart from the above experience requirement, other criteria should be the same as that required for “A. Entry on Probation”.</p>	<p>1. Experience</p> <p><u>General</u></p> <p>(1) The applicant shall have adequate experience in the type and size of work of the category, as stipulated under “Job Reference for Inspection” below, with satisfactory quality of work compatible with Government standard on and in relation to video electronics installations; and</p> <p>(2) The applicant shall have adequate experience in contract management of work of the category, as stipulated under “Job Reference for Inspection” below, including solely and fully responsibility for carrying out contract management and coordination with building contractor and other building services / electrical and mechanical contractors; and</p> <p>(3) For job experience outside the HKSAR, evidences as stipulated in the guidance notes of the application form must also be produced to the satisfaction of the DEVB; otherwise, it will not be considered as a valid job reference.</p> <p><u>Job Reference for Inspection</u> (In addition to the above, every job submitted by the applicant shall fulfill all requirements set out below; otherwise, it will not be considered as a valid job reference)</p> <p>(4) The applicant shall submit at least 2 contracts, which were completed within the past 3 years for site inspection; and</p> <p>(5) At least one of the above 2 contracts shall be completed within the past 12 months or at final stage; and</p> <p>(6) These 2 contracts shall be direct contract, which was signed between the applicant and the employer of the concerned project; and</p> <p>(7) The applicant shall be able to arrange joint site inspections for the government’s examination of the quality and workmanship of the submitted job reference within normal office hours; and</p>

Minimum Technical & Management Criteria for Admission, Confirmation, Promotion and Retention of Contractors for the Specialist List

Appendix 3C

A. Entry on Probation	B. Confirmation	C. Direct Entry
<p>(8) The scope of work for each of these 2 contracts must fulfill all of the following requirements:</p> <ul style="list-style-type: none"> (a) Contract value of the work related to the category under application for inclusion exceeds \$0.3M; and (b) The contract shall cover the nature of works as described in the “Brief Scope of Category”. <p>(9) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <ul style="list-style-type: none"> (a) The subcontract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and (b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and (c) The party by which the applicant is awarded with the subcontract, and the upstream contracting parties up to and including the main contractor, which is the company awarded with the direct contract by the employer of the concerned project, all shall not be the video electronics installation contractor for the project work; and (d) The applicant must present documentary evidence to prove the above requirements are met and such evidence must be substantiated by all the relevant upstream contracting parties as mentioned at (c) above including letters from them, which must be signed by their authorized signatories to confirm that the applicant has met the above requirements in the subcontract; and (e) Notwithstanding the above, the Managing Department may seek references on the applicant’s technical and managerial capabilities from the employer, the relevant 		<p>(8) The scope of work for each of these 2 contracts must fulfill all of the following requirements:</p> <ul style="list-style-type: none"> (a) Contract value of the work related to the category under application for inclusion exceeds \$0.8M; and (b) The contract shall cover the nature of works as described in the “Brief Scope of Category”. <p>(9) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <ul style="list-style-type: none"> (a) The subcontract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and (b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and (c) The party by which the applicant is awarded with the subcontract, and the upstream contracting parties up to and including the main contractor, which is the company awarded with the direct contract by the employer of the concerned project, all shall not be the video electronics installation contractor for the project work; and (d) The applicant must present documentary evidence to prove the above requirements are met and such evidence must be substantiated by all the relevant upstream contracting parties as mentioned at (c) above including letters from them, which must be signed by their authorized signatories to confirm that the applicant has met the above requirements in the subcontract; and (e) Notwithstanding the above, the Managing Department may seek references on the applicant’s technical and managerial capabilities from the employer, the relevant

A. Entry on Probation	B. Confirmation	C. Direct Entry												
<p>parties of the concerned project and other sources or confirmation on the authenticity of the proof provided by the applicant from the relevant parties of the concerned project.</p> <p>2. Registration with relevant authorities in Hong Kong (such as Quality Management System Certification, Building Authority etc.)</p> <p><u>Statutory Registration</u></p> <p>The applicant shall be a Licensed Security Company engaged in Type III Security Work under Security and Guarding Services Ordinance, Cap. 460 and have full time technical staff (meeting the relevant statutory registration requirement) of number not less than that described in the Section “Management and Staff Employment”.</p> <p>3. Management and Staff Employment</p> <p><u>3.1 Top Management</u> (See General Notes (1), Item II)</p> <p>At least one member of the top management shall have a minimum experience of 5 years, out of which 3 years shall be local experience, in managing an electrical or mechanical engineering services company obtained in the past eight years. Please refer to General Notes (1), Item II in this Appendix in respect of continuous capability building requirement.</p> <p><u>3.2 Technical Staff</u> (See Annex 1 for definition of Staff Qualification)</p> <p><i>3.2.1 Technical Support Staff</i></p> <p>Employ adequate nos. of technicians, site supervisors and draftsmen with adequate and relevant academic qualification and working experience. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.</p> <table><tr><td>Technician</td><td>1 no.</td></tr><tr><td>Site supervisor</td><td>1 no.</td></tr><tr><td>Draftsman</td><td>1 no.</td></tr></table>	Technician	1 no.	Site supervisor	1 no.	Draftsman	1 no.		<p>parties of the concerned project and other sources or confirmation on the authenticity of the proof provided by the applicant from the relevant parties of the concerned project.</p> <p>2. Registration with relevant authorities in Hong Kong (such as Quality Management System Certification, Building Authority etc.)</p> <p><u>Statutory Registration</u></p> <p>The applicant shall be a Licensed Security Company engaged in Type III Security Work under Security and Guarding Services Ordinance, Cap. 460 and have full time technical staff (meeting the relevant statutory registration requirement) of number not less than that described in the Section “Management and Staff Employment”.</p> <p>3. Management and Staff Employment</p> <p><u>3.1 Top Management</u> (See General Notes (1), Item II)</p> <p>At least one member of the top management shall have a minimum experience of 5 years, out of which 3 years shall be local experience, in managing an electrical or mechanical engineering services company obtained in the past eight years. Please refer to General Notes (1), Item II in this Appendix in respect of continuous capability building requirement.</p> <p><u>3.2 Technical Staff</u> (See Annex 1 for definition of Staff Qualification)</p> <p><i>3.2.1 Technical Support Staff</i></p> <p>Employ adequate nos. of technicians, site supervisors and draftsmen with adequate and relevant academic qualification and working experience. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.</p> <table><tr><td>Technician</td><td>1 no.</td></tr><tr><td>Site supervisor</td><td>1 no.</td></tr><tr><td>Draftsman</td><td>1 no.</td></tr></table>	Technician	1 no.	Site supervisor	1 no.	Draftsman	1 no.
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A. Entry on Probation	B. Confirmation	C. Direct Entry												
<p>3.2.2 <i>Qualified Worker</i></p> <p>Employ adequate nos. Qualified Workers in the following trades/ trade divisions:</p> <p>(A) Electronic Equipment Mechanic (Construction Work)</p> <table><tr><td>Minimum score required</td><td>40 marks</td></tr><tr><td>Skilled Electronics Equipment Mechanic (Construction Work)</td><td>20 marks</td></tr><tr><td>Semi-skilled Electronics Equipment Mechanic (Construction Work)</td><td>15 marks</td></tr></table> <p>(B) Staff meeting the following statutory registration requirements:</p> <ul style="list-style-type: none">- Security Personnel (SP) holding Security Personnel Permit (Cat. D) issued under Security and Guarding Services Ordinance, Cap 460 – 1 no. (minimum) <p>The SP can be the Technical Support Staff or Qualified Worker.</p> <p>4. Plant and Equipment(See General Notes (4))</p> <p>Adequate modern drafting and computing facilities; minimum 1 no. CAD terminal.</p> <p>Adequate nos. of calibrated testing instruments and equipment/tools for carrying out installation, operation, maintenance and testing/commissioning services; valid calibration certificates for testing instruments shall be available. Refer to Annex 34 for list of typical equipment/tools and testing instruments required.</p> <p>5. Office/Workshop Facilities</p> <p>Local office/workshop in Hong Kong SAR is required. Reasonably sized, suitably furnished office and workshop/storage areas. In general, the minimum office area shall be 40 m² and the minimum workshop + storage area shall be 25 m². Documentary evidence (e.g. purchase/lease agreement) to prove right of use shall be produced.</p>	Minimum score required	40 marks	Skilled Electronics Equipment Mechanic (Construction Work)	20 marks	Semi-skilled Electronics Equipment Mechanic (Construction Work)	15 marks		<p>3.2.2 <i>Qualified Worker</i></p> <p>Employ adequate nos. of Qualified Workers in the following trades/ trade divisions:</p> <p>(A) Electronics Equipment Mechanic (Construction Work)</p> <table><tr><td>Minimum score required</td><td>40 marks</td></tr><tr><td>Skilled Electronics Equipment Mechanic (Construction Work)</td><td>20 marks</td></tr><tr><td>Semi-skilled Electronics Equipment Mechanic (Construction Work)</td><td>15 marks</td></tr></table> <p>(B) Staff meeting the following statutory registration requirements:</p> <ul style="list-style-type: none">- Security Personnel (SP) holding Security Personnel Permit (Cat. D) issued under Security and Guarding Services Ordinance, Cap 460 – 1 no. (minimum) <p>The SP can be the Technical Support Staff or Qualified Worker.</p> <p>4. Plant and Equipment (See General Notes (4))</p> <p>Adequate modern drafting and computing facilities; minimum 1 no. CAD terminal.</p> <p>Adequate nos. of calibrated testing instruments and equipment/tools for carrying out installation, operation, maintenance and testing/commissioning services; valid calibration certificates for testing instruments shall be available. Refer Annex 34 for list of typical equipment/tools and testing instruments required.</p> <p>5. Office/Workshop Facilities</p> <p>Local office/workshop in Hong Kong SAR is required. Reasonably sized, suitably furnished office and workshop/storage areas. In general, the minimum office area shall be 40 m² and the minimum workshop + storage area shall be 25 m². Documentary evidence (e.g. purchase/lease agreement) to prove right of use shall be produced.</p>	Minimum score required	40 marks	Skilled Electronics Equipment Mechanic (Construction Work)	20 marks	Semi-skilled Electronics Equipment Mechanic (Construction Work)	15 marks
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A. Entry on Probation	B. Confirmation	C. Direct Entry
<p>6. Others</p> <p><u>6.1 Safety</u></p> <p>Please refer to General Notes (1), Item IV in this Appendix.</p> <p><u>6.2 Integrity</u></p> <p>Please refer to General Notes (1), Item V of General Note in this Appendix.</p> <p><u>6.3 Authorized Agency</u></p> <p>Preferably be an authorized agent in HKSAR for essential equipment. Documentary evidence such as authorized agency agreements shall be available.</p> <p><u>6.4 Support from Principal</u></p> <p>Technical support from principal(s) of relevant agency is desirable. Applicant to demonstrate scope and extent (such as design, backup on installation / maintenance etc.) of support.</p>		<p>6. Others</p> <p><u>6.1 Safety</u></p> <p>Please refer to General Notes (1), Item IV in this Appendix.</p> <p><u>6.2 Integrity</u></p> <p>Please refer to General Notes (1), Item V in this Appendix.</p> <p><u>6.3 Authorized Agency</u></p> <p>Preferably be an authorized agent in HKSAR for essential equipment. Documentary evidence such as authorized agency agreements shall be available.</p> <p><u>6.4 Support from Principal</u></p> <p>Technical support from principal(s) of relevant agency is desirable. Applicant to demonstrate scope and extent (such as design, backup on installation / maintenance etc.) of support.</p>

ANNEX 1 Staff Qualification for Specific Categories

Works Categories:

- Air-conditioning Installation
- Audio Electronics Installation
- Broadcast Reception Installation
- Burglar Alarm and Security Installation
- Catering Equipment Installation
- Diesel Generator Installation
- Electrical and Mechanical Installation for Sewage Treatment & Screening Plant
- Electrical Installation
- Electronic Timing and Display Installation
- Fire Service Installation
- Fountain Installation
- Industrial Type Electrical Installation
- Lift, Escalator and Passenger Conveyor Installation
- Liquefied Petroleum Gas Installation
- Low Voltage Cubicle Switchboard Installation
- Mechanical Handling and Lifting Installation
- Mechanical Plant and Equipment Installation
- Plumbing Installation
- Radio Electronics Installation
- Steam and Compressed Air Installation
- Survey of Lifting Appliances and Lifting Gear
- Swimming Pool Water Treatment Installation
- Uninterruptible Power Supply Installation
- Video Electronics Installation

Category Codes	Appendix 4C
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<u>Category Code</u>	<u>Description</u>
OTHE	Others
PILE	Land Piling
PI	Plumbing Installation
PREF	Transparent Panels for Noise Barriers on Highways
PRES	Prestressed Concrete Works for Highway Structures
PUMP	Supply and Installation of Pumpsets and Associated Pipework
PW	Port Works
RADI	Radio Electronics Installation
RD	Roads and Drainage
REHI	Repair and Restoration of Historic Buildings
ROAD	Road Marking
SF	Site Formation
SOIL	Soil and Rock Testing
SPEC	Specialized Operations for Highway Structures
STEAM	Steam and Compressed Air Installation
STRU	Structural Steelwork
SWIM	Swimming Pool Water Treatment Installation
TURN	Turn-key Interior Design and Fitting-out Works
UNIN	Uninterruptible Power Supply Installation
VIDE	Video Electronics Installation
WATE	Supply and Installation of Water Treatment Plant
WW	Waterworks