

Guidelines for Completion and Submission of GF 527A

A. Instructions

Form Completion

- (a) For government sites, one GF 527A shall be completed for each and every contract monthly. The contractor shall complete and submit both the GF 527A and GF 527 together for a contract.
- (b) For non-government sites, the contractor shall complete the GF 527A on site/contract basis for the month of March, June, September and December.
- (c) The data for the entries of the number of persons engaged in each category of site personnel, vacancies and employers/self-employed persons in the GF 527A will be made based on the last day of the reporting month, which will exclude Saturdays, Sundays, public holidays or days of inclement weather such as strong winds, heavy rains or typhoons when the construction activities may be affected. For example, if the last day of a month is 30th and is a Saturday, then the reporting day of the month will be 29th (Friday). In case the weather on 29th is adverse, then the reporting day of the month will be advanced to 28th (Thursday), and so on and so forth.
- (d) Only persons who have worked or engaged at the site (including in the site office) for three hours or more on the reporting day will be included in the entries for the number of persons of the respective category in the GF 527A. The data will cover all the persons employed by the contractor and his sub contractors, except for those employed by the nominated sub-contractors of government sites, who will complete a separate GF 527A and submit to the principal contractor for consolidation.
- (e) If there are vacancies on the reporting day, the contractor shall enter the job title and the number of vacancies for each of the trades.
- (f) For government sites, a work code will be entered in the form for each contract, which is assigned by the project office and will be adopted throughout the contract period. If a contract involves more than one major work type, then the work code for the dominant work type will be adopted. The work code for both the GF 527A and GF 527 should be the same for a contract.
- (g) The contractor shall check and sign the GF 527A before submission.

Form Submission

- (h) The GF 527A shall be completed in quadruplicate for submission to the relevant parties: the original sent to the Census and Statistics Department (C&SD), the duplicate kept by the project office or authorized person, the triplicate filed as site record and the quadruplicate kept by the contractor.

For Government Sites

- (i) The completed GF 527A shall be submitted to the client's most senior representative on site (the client's site representative) within the first four working days of the month following the reporting month.
- (j) The client's site representative will check that the data provided in the forms are in order, except for the numbers of vacancies and employers/self-employed persons, which are the contractor's responsibility to ensure their accuracy. If necessary, the client's site representative may request the contractor to substantiate the data provided in the forms. Any discrepancy found will be notified to the contractor immediately for rectification.
- (k) The client's site representative will complete the checking of the forms for submission to the relevant parties specified in (h) above within the first two weeks of the month following the reporting month.

For Non-Government Sites

- (l) The completed GF 527A will be submitted to the relevant parties specified in (h) above within the first two weeks of the month following the reporting month.

B. Explanatory Notes

- (1) Manual workers include all persons engaged in manual work at the construction site, who are either directly employed by the main contractor or called upon by sub-contractors or gang leaders. They include skilled, semiskilled and general workers.
- (2) A professional/technologist is a person who applies his professional skills to a wide range of technical activities and is able to use his knowledge and experience to initiate practical developments. He is expected to accept a high degree of responsibility and, in many cases, to push forward the boundaries of knowledge in his particular field. A professional/technologist should normally have received education and training equivalent to that required for corporate membership of a professional institution, e.g. architects, engineers and surveyors.
- (3) A technician is one who occupies a position between a professional/technologist and a skilled worker. His education, training and practical experience should enable him to apply proven techniques to solve technical problems. He is expected to carry a measure of technical responsibility, normally under the guidance of a professional/technologist, e.g. clerk of works, site agent and site foremen.
- (4) Other site personnel are persons other than those in (1), (2) and (3) above stationed/worked at the site, e.g. general clerical staff, amah and security guards.
- (5) An employer/a self-employed person is a person who works for profit or fees in his own business. He is not employed by anyone. However, he may employ one or more persons to work for him.
- (6) Vacancies refer to unfilled job openings which are immediately available, and for which active recruitment steps are being taken on the reporting date.