



MEMO

From Secretary for Development
Ref (01M97-01-4) in DEVB(PS) 105/64/1
Tel. No. 2848 2106
Fax No. 2521 9682
Email david_sp_tong@devb.gov.hk
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Works Bureau Technical Circular No. 13/2002 Employment of Qualified Tradesmen and Intermediate Tradesmen by Contractors of Public Works Contracts

Thank you for your response to my memo ref: 01KUV-01-4 in DEVB(PS) 105/64/1 dated 11 November 2007 regarding the proposed amendment to the definition of the “Qualified Tradesman/Qualified Skilled Workers” and “Intermediate Tradesman/Qualified Semi-skilled Workers” in the above Circular.

2. After further consultation with the stakeholders including contractors and trade unions, we conclude that there is no adverse comment to the proposed amendments from the industry.

3. With immediate effect, the definitions for Qualified Tradesman/Qualified Skilled Workers and Intermediate Tradesman/Qualified Semi-skilled Workers as stipulated under the above Circular are revised as follows (with changes highlighted in bold):-

“Qualified Tradesman/Qualified Skilled Workers” means:

- (i) a worker who has obtained the relevant trade test certificate issued either jointly or separately by the Construction Industry Training Authority and the Vocational Training Council; or
- (ii) a worker who has obtained the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap 47); or
- (iii) a worker who has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region; or
- (iv) an electrician or electrical fitter who is a registered electrical worker registered under Section 30 of the Electricity Ordinance (Cap 406); or

- (v) **a registered skilled worker or registered skilled worker (provisional) as respectively defined in section 2(1) of the Construction Workers Registration Ordinance (Cap 583).**

“Intermediate Tradesman/Qualified Semi-skilled Workers” means:

- (i) a worker who has obtained the relevant intermediate trade test certificate issued either by the Construction Industry Training Authority or Vocational Training Council; or
- (ii) **a registered semi-skilled worker or registered semi-skilled worker (provisional) as respectively defined in section 2(1) of the Construction Workers Registration Ordinance (Cap 583).**

4. For the avoidance of doubt, the above definitions shall apply to all existing and future public works contracts including consultants managed contracts but shall not have retrospective effect. Should you have any enquiries, please contact Mr. Michael Chu at 2848 2759 or e-mail to bk_chu@etwb.gov.hk.

(David TONG)
for Secretary for Development

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19 April 2002

Works Bureau Technical Circular No. 13/2002

Employment of Qualified Tradesmen and Intermediate Tradesmen by Contractors of Public Works Contracts

Introduction

The Works Bureau Technical Circulars (WBTCs) No. 10/99 and 10/99A require contractors of all capital and maintenance works contracts managed by the Works Group of Departments and tendered on or after 1 April 1999 to employ a minimum number of Qualified Tradesmen/Intermediate Tradesmen in 14 building and civil engineering trades and 8 electrical and mechanical trades. Since the implementation of this requirement, the number of trade-tested workers in the construction industry has substantially increased and new trade tests have been introduced. To further enhance the quality and safety of the construction works, this Circular promulgates revised requirements for the employment of Qualified Tradesmen and Intermediate Tradesmen by contractors of public works contracts. Under the new requirements, the minimum percentages of Qualified Tradesmen and Qualified Tradesmen plus Intermediate Tradesmen to be employed in the existing 22 trades are increased. The initiative of increasing the percentage of trade-tested workers over time is included in one of the recommendations of the Construction Industry Review Committee in nurturing a professional workforce. This Circular also extends the requirement of employing Qualified Tradesmen/Intermediate Tradesmen to 13 additional building and civil engineering trades. The requirements herein set out are applicable to local workforce only. Qualified Tradesman and Intermediate Tradesman are defined in paragraphs 4 and 5 below.

(N.B. The terms Qualified Tradesmen and Intermediate Tradesmen will be replaced by Qualified Skilled Workers and Semi-skilled Workers respectively after completion of "Review of Trade Classification in the Construction Industry" and release of the Final Report.)

Effective Date

2. This Circular shall take effect on 15 May 2002. The provisions in this Circular shall be reviewed one year after implementation.

Effects on Existing Circulars

3. WBTCs No. 10/99 and 10/99A shall be superseded and cancelled on 15 May 2002.

Definitions

4. "Qualified Tradesman" means :

- (a) a worker who has obtained the relevant trade test certificate issued either jointly or separately by the Vocational Training Council (VTC) and the Construction Industry Training Authority (CITA); or
- (b) a worker who has obtained the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap. 47); or
- (c) a worker who has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region; or
- (d) an electrician/electrical fitter who is a registered electrical worker registered under Section 30 of the Electricity Ordinance (Cap. 406).

5. "Intermediate Tradesman" means a worker who has obtained the relevant intermediate trade test certificate issued by either the CITA or VTC.

Employment of Qualified Tradesmen and Intermediate Tradesmen

6. All capital works and maintenance works contracts with tenders to be invited on or after 15 May 2002 shall require the contractor to employ the minimum number of Qualified Tradesmen and Intermediate Tradesmen specified in Appendix A. Appendix A and Appendix B shall be incorporated in the Particular Specification and Special Conditions of Contract of these contracts respectively. For the avoidance of doubt, the Qualified Tradesmen and Intermediate Tradesmen shall be counted as part of the total local workforce in the calculation of their respective number in accordance with the Particular Specification at Appendix A.

7. Within two weeks from the commencement date of the contract, the Engineer/Architect of the contract shall send a notification to the CITA, VTC and EMSD as appropriate, informing them of the commencement of the contract and the name of the successful tenderer. For contracts which do not require employment of workers in those Electrical and Mechanical (E & M) trades specified in paragraph 1(b) of Appendix A, it is not necessary to send the notification to EMSD. Similarly, if the contracts do not require employment of workers in those Civil and Building Engineering trades specified in paragraph 1(a) of Appendix A, it is not necessary to send the notification to CITA.

Monitoring Procedures for Compliance

8. The Day of Checking is defined as the 15th of each month or the subsequent working day if the 15th is a General Holiday. Contractors who are required to employ Qualified Tradesmen and Intermediate Tradesmen under the contracts shall complete and submit to the Engineer's or Architect's Representatives, within 3 days (General Holiday not to be counted) from and including the Day of Checking, using the forms in Appendix C, the names of the Qualified Tradesmen and Intermediate Tradesmen working at the Site of each contract in the morning of the Day of Checking and other required information. The contractor shall direct their workers to sign against their names on the forms in Appendix C. Submission of the forms in Appendix C will not be required after the issue of the certificate of completion.

9. Each department shall assign a co-ordination officer to collect the forms in Appendix C for all its contracts, including those administered by the consultants, and shall, within 5 days of submission by the contractors, send all the completed forms except pages C6/7 and C7/7 by fax to the CITA and VTC and, if employment of Qualified Tradesmen and Intermediate Tradesmen in the E & M trades are specified in the contract, EMSD at the following addresses:

The Executive Director

(Attn: Centre Manager, Trade Testing Centre)
Construction Industry Training Authority
95, Yue Kwong Road
Aberdeen
Hong Kong
(Tel. : 2903 0603 Fax : 2555 9063)

The Director of Apprenticeship
Trade Test Registry
Vocational Training Council
1/F., 27 Wood Road
Wanchai
Hong Kong
(Tel. : 2836 1876 Fax : 2573 5297)

Director of Electrical and Mechanical Services
(Attn : Contract Adviser)
8/F, 98, Caroline Hill Road
Causeway Bay
Hong Kong
(Tel. : 2808 3642 Fax : 2882 1574)

10. To facilitate processing of the submitted forms by the CITA, contractors shall, in addition to the submission as mentioned in paragraph 8 above, send pages C2/7 and C4/7 (in Excel format) of the completed forms direct to the CITA by e-mail (address: VERIFY@cita.edu.hk) on the same day of the submission to the Engineer's or Architect's Representative. Likewise completed forms should be sent to VTC by e-mail (address: aputtr@vtc.edu.hk), and to EMSD (address: contract@emsd.gov.hk) if applicable. Checking for compliance with the provisions of this Circular is still based on the hard copies of the submitted forms.

11. The CITA, VTC and EMSD shall verify that the workers stated in the completed forms are actually Qualified Tradesmen or Intermediate Tradesmen and that there is no duplication of names appearing on the name lists submitted for other different contracts for the same date. The verified forms shall be returned to the co-ordination officers within one week. The co-ordination officer shall then pass the verified forms to the Engineer's/Architect's Representatives for further actions according to paragraph 12 below. The division of responsibilities amongst CITA, VTC and EMSD are as follows :

(a) CITA shall verify the Qualified Tradesmen in the building and civil engineering trades who claim that they have obtained the relevant trade test certificates issued either jointly or separately by VTC and CITA as well as Intermediate Tradesmen in the building and civil engineering trades who claim that they have obtained the relevant intermediate trade test certificates issued by CITA or VTC.

(b) VTC shall verify the Qualified Tradesmen who claim that they have obtained the relevant certificates of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap. 47), the Qualified Tradesmen in the E & M trades who claim that they have obtained the trade test certificates issued by VTC and the Intermediate Tradesmen in the E & M trades who claim that they have obtained the intermediate trade test certificates issued by VTC.

(c) EMSD shall verify the electrician/electrical fitters who claim that they are registered electrical workers registered under Section 30 of the Electricity Ordinance (Cap. 406) and the Qualified Tradesmen who claim that they have obtained the relevant certificates of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region.

12. Based on the verified name lists and the contractor's completed form in pages C6/7 and C7/7 of Appendix C, the Engineer's/Architect's Representative of the contract shall check whether the contractual requirements on the employment of Qualified Tradesmen and Intermediate Tradesmen have been fulfilled. If the same Qualified Tradesman or Intermediate Tradesman is found to be on the name lists of more than one contract, he shall not be counted as Qualified Tradesmen or Intermediate Tradesmen. In the event that the contractual requirements have not been met, the Engineer/Architect shall issue a warning letter to the contractor requesting the contractor to take remedial actions immediately. Warning letters may be in the form shown at Appendix D and shall be copied to Works Bureau (Attn : SEO(PS)), CITA, VTC, and, if employment of Qualified Tradesmen and Intermediate Tradesmen in the E & M trades are specified in the contract, EMSD.

13. If the contractor has difficulty in employing the required number of Qualified Tradesmen and Intermediate Tradesmen, the CITA and VTC will, upon request from the contractor, accord priority to the workers of that particular contractor to attend the trade tests or intermediate trade tests.

14. A flow chart outlining the above monitoring procedure is attached at Appendix E.

On-site Checking of Contractor's Personnel

15. In addition to the monitoring procedures outlined above, the Engineer's/Architect's site supervisory staff should carry out random checks on the contractor's workers. The contractors shall produce documentary proof of the qualification and identity of its Qualified Tradesmen and Intermediate Tradesmen for inspection upon request by the Engineer's/Architect's site supervisory staff.

Regulating Action for Non-compliance

16. Any contractor who fails to employ the minimum number of Qualified

Tradesmen and Intermediate Tradesmen on four or more monthly checks detailed in paragraphs 8 - 14 under the same contract within a rolling 6-month period will be suspended from tendering for a period of 4 months. Regulating action shall be taken in accordance with Section 5 of the Contractor Management Handbook.

17. The Engineer/Architect (in case of contracts supervised by the consultants, the D1 officer or above responsible for Consultant Management) shall notify the Works Bureau (Attn : PAS(PS)) with a copy respectively to the Chairman of the relevant Reporting Review Committee and Managing Review Committee once the contractor has failed to comply with the contractual requirement of employing the minimum number of Qualified Tradesmen and Intermediate Tradesmen in four or more monthly checks within a rolling 6-month period. Upon receipt of the department's notice, the Works Bureau shall act in accordance with Section 5 of the Contractor Management Handbook. A contractor may be exonerated from regulating action if he can demonstrate that he has genuinely attempted but has not been able to employ the required number of Qualified Tradesmen and Intermediate Tradesmen during the period concerned.

Partnerships, Consortia and Joint Ventures

18. If the contractor who fails to comply with the requirements of this Circular is an unincorporated or incorporated joint venture, any participant of the unincorporated joint venture or shareholder of the incorporated joint venture shall be subject to the same regulating action.

19. A tender will not be considered if, by the tender closing date, the tenderer or, if the tenderer is an unincorporated or incorporated joint venture, any participant of the unincorporated joint venture or shareholders of the incorporated joint venture is suspended from tendering under the provisions of this Circular, unless the suspension is lifted within 40 days from and including the tender closing date.

(W. S. CHAN)
Deputy Secretary (Works Policy)

Particular Specification

1. The minimum number of Qualified Tradesmen and Intermediate Tradesmen to be employed by the Contractor in accordance with SCC (*) shall be calculated in accordance with the following stated percentages of the total local workforce on the Site (i.e. excluding those labour who are imported with the approval of the Director of Immigration) at any time in each of the following specified trades and rounded up to the nearest whole number :

(a) Building and Civil Engineering Trades

Specified Trade	Minimum Percentage of Qualified Tradesmen		Minimum Percentage of Qualified Tradesmen plus Intermediate Tradesmen	
	May 02	Jan 03	May 02	Jan 03
Asphalter (Other Construction) (C301)	5%	20%	5%	20%
Asphalter (Roadworks) (C302)	5%	5%	5%	5%
Bamboo Scaffolder (C303)	30%	60%	50%	80%
Bar Bender and Fixer (C304)	30%	35%	50%	55%
Bricklayer (C305)	30%	60%	50%	75%
Carpenter (Fender) (C306)	5%	5%	5%	5%
Carpenter (Formwork) (C307)	25%	40%	35%	60%
Concretor (C309)	20%	30%	30%	60%
Construction Plant Mechanic (C310)	5%	20%	5%	20%
Drainlayer (C314)	10%	20%	10%	20%
General Welder (C318)	30%	60%	50%	70%
Ground Investigation Operator/Driller/Borer (C320)	50%	80%	50%	80%
Joiner (C322)	30%	40%	50%	60%
Leveller (C323)	30%	60%	50%	70%
Marble Worker (C324)	30%	60%	50%	70%
Marine Construction Plant Operator (C325)	5%	5%	5%	5%
Metal Scaffolder (C327)	15%	30%	15%	30%
Metal Worker (C328)	15%	30%	30%	50%
Painter and Decorator (C329)	30%	55%	50%	75%
Piling Operative (C330)	15%	40%	15%	40%
Pipelayer (C331)	5%	20%	5%	20%
Plant and Equipment Operator (Piling) (C335)	10%	40%	10%	40%
Plasterer (C337)	30%	45%	50%	70%
Plumber (C338)	30%	55%	50%	70%
Shotcretor (C342)	5%	10%	5%	10%
Tiler (C347)	30%	55%	50%	70%
Window Frame Installer (C350)	5%	20%	5%	40%

(b) Electrical and Mechanical Trades

Specified Trade	Minimum Percentage of Qualified Tradesmen		Minimum Percentage of Qualified Tradesmen plus Intermediate Tradesmen	
	May 02	Jan 03	May 02	Jan 03
Electrician/Electrical Fitter (E305)	20%	30%	30%	40%
Building Services Mechanic (E302)	0%**		10%	20%
Fire Services Mechanic (E306)	0%**		10%	20%
Lift Electrician (E308) ^{##}	5%	10%	10%	15%
Lift Mechanic (E309) ^{##}	5%	10%	10%	15%
Mechanical Fitter (E310)	5%	10%	15%	20%
Refrigeration/Air-Conditioning/Ventilation Mechanic (E314)	5%	10%	15%	20%
Sheet Metal Worker (E315)	0%**		10%	20%

** As advised by VTC that there is no specific Trade Test Certificate issued up to 31.3.2002 on these trades.

"Competent Lift Worker" as defined under Cap. 327 of Lifts and Escalators (Safety) Ordinance will be accepted as equivalent to "qualified lift electrician" and "qualified lift mechanic" pending the completion of the legislative procedures on registration.

2. Job descriptions of the specified trades shall be as shown in the Final Report for the Review of Trade Classification in the Construction Industry published by the Works Bureau.
3. Trade test certificates, certificates of completion of apprenticeship and intermediate trade test certificates are relevant if they are in trades or types of work specified in the following table:

(a) Qualified Tradesmen

Specified Trade	Relevant Trade Test Certificate (issued either jointly or separately by Vocational Training Council (VTC) & Construction Industry Training Authority Council (CITA))	Relevant Certificate of Completion of Apprenticeship
Asphalter (Other Construction)	Asphalter (Waterproofing)	Not available
Asphalter (Roadworks)	Asphalter (Road Construction)	Not available
Bamboo Scaffolder	Bamboo Scaffolder	Bamboo Scaffolder
Bar Bender and Fixer	Bar Bender and Fixer	Not available
Bricklayer	Bricklayer	Bricklayer/Plasterer/Tiler
Carpenter (Fender)	Carpenter (Fender)	Not available

Appendix A

Carpenter (Formwork)	Carpenter, Carpenter (Formwork), Carpenter (Formwork–Building Construction) or Carpenter (Formwork–Civil Construction)	Carpenter/Joiner or Carpenter (Formwork)
Concretor	Concretor	Not available
Construction Plant Mechanic	Construction Plant Mechanic	Construction Plant Mechanic
Drainlayer	Drainlayer	Not available
General Welder	General Welder	Not available
Ground Investigation Operator/Driller/Borer	Ground Investigation Operator	Not available
Joiner	Joiner	Carpenter/Joiner
Leveller	Leveller	Leveller
Marble Worker	Marble Worker	Marble Worker
Marine Construction Plant Operator	Marine Construction Plant Operator	Not available
Metal Scaffolder	Metal Scaffolder	Not available
Metal Worker	Metal Worker	Metal Worker
Painter and Decorator	Painter and Decorator	Painter/Decorator/Sign Writer
Piling Operative (Piling)	Piling Operative (H-Pile) or Piling Operative (Bored Pile)	Not available
Pipelayer	Pipelayer	Not available
Plant and Equipment Operator	Plant and Equipment Operator (H-Pile) or Plant and Equipment Operator (Bored Pile)	Not available
Plasterer	Plasterer	Bricklayer/Plasterer/Tiler
Plumber	Plumber	Plumber
Shotcretor	Shotcretor	Not available
Tiler	Tiler	Bricklayer/Plasterer/Tiler
Window Frame Installer	Window Frame Installer	Not available
Electrician/Electrical Fitter	Electrician (issued by VTC)	Electrical, Electrician or Electrical Fitter
Building Services Mechanic	Not Applicable	Building Services Mechanic
Fire Services Mechanic	Not Applicable	Fire Services Mechanic
Lift Electrician	Not Applicable	Lift Electrician
Lift Mechanic	Not Applicable	Lift Mechanic
Mechanical Fitter	Mechanical Fitter (issued by VTC)	Mechanical, Mechanical Fitter
Refrigeration/Air-Conditioning/ Ventilation Mechanic	Refrigeration/Air-Conditioning/ Ventilation Mechanic (issued by VTC)	Air-Conditioning, Refrigeration / Air-Conditioning / Ventilation Mechanic
Sheet Metal Worker	Not Applicable	Sheet Metal Worker

(b) Intermediate Tradesmen

Specified Trade	Relevant Intermediate Trade Certificate	
	Trade or Type of Work	Issued by
Bamboo Scaffolder	Bamboo Scaffolder	CITA

Appendix A

Bar Bender and Fixer	Bar Bender and Fixer	CITA
Bricklayer	Bricklayer	CITA
Carpenter (Formwork)	Carpenter, Carpenter (Formwork), Carpenter (Formwork–Building Construction) or Carpenter (Formwork–Civil Construction)	CITA
Concretor	Concretor	CITA
Construction Plant Mechanic	Construction Plant Mechanic	CITA
General Welder	General Welder	CITA
Joiner	Joiner	CITA
Leveller	Leveller	CITA
Marble Worker	Marble Worker	CITA
Metal Worker	Metal Worker	CITA
Painter and Decorator	Painter and Decorator or Painter (Texture-Spray)	CITA
Plasterer	Plasterer	CITA
Plumber	Plumber	CITA
Tiler	Tiler	CITA
Window Frame Installer	Window Frame Installer	CITA
Electrician/Electrical Fitter	Electrical Work	VTC
Building Services Mechanic	Any one of the following : Electrical Work, Sheet Metal Work, Mechanical Fitting, Pipe Works (E&M) or Welding (E&M)	VTC
Fire Services Mechanic	Any one of the following : Electrical Work, Mechanical Fitting or Pipe Works (E&M)	VTC
Lift Electrician	Electrical Work	VTC
Lift Mechanic	Mechanical Fitting	VTC
Mechanical Fitter	Mechanical Fitting	VTC
Refrigeration / Air-Conditioning / Ventilation Mechanic	Any one of the following : Electrical Work, Sheet Metal Work, Mechanical Fitting, Pipe Works (E&M) or Welding (E&M)	VTC
Sheet Metal Worker	Sheet Metal Work	VTC

4. For the purpose of complying with the requirements set out in paragraph 1(b) above, Qualified Tradesmen of the other related E&M trades can also be counted as Intermediate Tradesmen for specific trade as set out below:

Specified Trade for Intermediate Tradesmen	Qualified Tradesmen of related trades
Electrician/Electrical Fitter	Lift Electrician
Lift Electrician	Electrician/Electrical Fitter
Building Services Mechanic	Any one of the following except the specified trade for Intermediate Tradesmen: Electrician/Electrical Fitter, Building Services Mechanic, Fire Services Mechanic, Lift
Fire Services Mechanic	
Lift Mechanic	
Mechanical Fitter	

Specified Trade for Intermediate Tradesmen	Qualified Tradesmen of related trades
Refrigeration/Air-Conditioning/Ventilation Mechanic	Electrician, Lift Mechanic, Mechanical Fitter, Refrigeration/Air-Conditioning/Ventilation Mechanic or Sheet Metal Worker
Sheet Metal Worker	

5. The Contractor shall keep daily records of the names and trades of the Qualified Tradesmen and Intermediate Tradesmen working at the Site and shall make such records available for inspection by the Engineer's/Architect's⁺ Representative as required.

6. The Day of Checking is defined as the 15th of each month or the subsequent working day if the 15th is a General Holiday. The Contractor shall submit to the Engineer's/Architect's⁺ Representative, within 3 days (General Holiday not to be counted) from and including the Day of Checking, a name list of the Qualified Tradesmen and Intermediate Tradesmen working at the Site in the morning of the Day of Checking. The List shall be submitted in the forms shown in the attached table (Appendix C of this Circular). The Contractor shall also direct the workers to sign against their names on the forms in Appendix C. In addition, the Contractor shall send pages C2/7 and C4/7 (in Excel format) of the completed forms direct to the CITA by e-mail (E-mail address: VERIFY@cita.edu.hk) on the same day of the submission to the Engineer's /Architect's⁺ Representative. Likewise completed forms should be sent to VTC by e-mail (E-mail address: aputtr@vtc.edu.hk) and to EMSD (E-mail address: contract@emsd.gov.hk), if applicable. The submission of this information in electronic format is to facilitate CITA /VTC /EMSD in processing the submitted forms. Checking for compliance with the contractual requirements is based on the hard copies of the submitted forms. Submission of the forms in Appendix C will not be required after the issue of the Certificate of Completion.

7. Random site checks will be carried out by the Engineer's/Architect's⁺ site supervisory staff on the workers working on Site. The Contractor shall ensure that all Qualified Tradesmen and Intermediate Tradesmen will be able to produce their trade test certificates, intermediate trade test certificates, trade test certification cards, intermediate trade test certification cards, certificates of completion of apprenticeship or registration certificates under the Electricity Ordinance (Cap. 406) upon request.

(*) - *To be specified.*

(+) - *To be deleted if inappropriate (Supervising Officer will be applied for D & B contracts).*

Special Condition of Contract - Qualified Tradesmen and Intermediate Tradesmen

- (1) General Conditions of Contract Clause 1(1) is amended by adding the following:

"Intermediate Tradesman" means a worker who has obtained the relevant intermediate trade test certificate issued either by the Construction Industry Training Authority or the Vocational Training Council.

"Qualified Tradesman" means:

- (a) a worker who has obtained the relevant trade test certificate issued either jointly or separately by the Construction Industry Training Authority and the Vocational Training Council; or
 - (b) a worker who has obtained the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap. 47); or
 - (c) a worker who has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region; or
 - (d) an electrician or electrical fitter who is a registered electrical worker registered under Section 30 of the Electricity Ordinance (Cap. 406).
- (2) Further to General Conditions of Contract Clauses 18(1) and 39(1), the Contractor shall employ at least the minimum number of Qualified Tradesmen and Intermediate Tradesmen of each of the specified trades as specified in the Contract.

Employment of Qualified Tradesmen and Intermediate Tradesmen by Contractors of Public Works Contracts

Checking of Compliance for the Month of : _____

Date of Checking : _____

Department : _____

Contract No. : _____

Contract Title : _____

Name of Contractor : _____

The name lists of Qualified Tradesmen and Intermediate Tradesmen and other required information (total ____ pages including this page) are hereby submitted.

Signed for and on behalf of Contractor :

(name and designation)

Date:

D /

M /

Y

Name List of Qualified Tradesmen (Building and Civil Engineering Trades) for Contract No. _____
 Page of

Name List of Qualified Tradesmen (E & M Trades) for Contract No. _____

Specified Trade	Name of Qualified Tradesmen (see note 1)	Identity Card No.	Signature of Qualified Tradesmen	Qualification of Qualified Tradesmen (see note 2, 3, 4 & 5)			Verification by VTC or EMSD (for VTC's or EMSD's use only) (see note 6 & 7)			
				Trade Test	Apprentice		Registered Electrical Worker	(please tick one column only)		Remarks (see note 8)
					Government	Registered		Qualified Tradesmen	not Qualified Tradesmen	

Note :

1. The name must be the full name appeared on the Identity Card. No duplication of names on the name lists of other contracts is allowed.
2. Tick the column "Trade Test" if the Qualified Tradesman has obtained the relevant trade test certificate.
3. Tick the column "Apprentice" (Government) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region.
4. Tick the column "Apprentice" (Registered) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap. 47).
5. Tick the column "Registered Electrical Worker" if the Qualified Tradesman is a registered electrical worker registered under Section 30 of the Electricity Ordinance.
6. Qualified Tradesman who has obtained the relevant trade test certificate or the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap.47) shall be verified by the VTC.
7. Qualified Tradesman who is a registered electrical worker registered under Section 30 of the Electricity Ordinance or who has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region shall be verified by EMSD.
8. Duplication of the same person on name lists of other contracts (state the contract no.) should be stated in the Remarks column.

Name List of Intermediate Tradesmen (Building and Civil Engineering Trades) for Contract No. _____

Specified Trade	Name of Intermediate Tradesmen (see note 1)	Identity Card No.	Signature of Intermediate Tradesmen	Verification by CITA (for CITA's use only)		
				(please tick one column only)		Remarks (see note 2)
				Intermediate Tradesmen	not Intermediate Tradesmen	

Note : 1. The name must be the full name appeared on the Identity Card. No duplication of names on the name lists of other contracts is allowed.
 2. Duplication of the same person on name lists of other contracts (state the contract no.) should be stated in the Remarks column.

Name List of Intermediate Tradesmen (E & M Trades) for Contract No. _____

Specified Trade	Name of Intermediate Tradesmen/ Qualified Tradesmen of related trades (see note 1 & 2)	Identity Card No.	Signature of Intermediate Tradesmen/ Qualified Tradesmen of related trades	Type of Intermediate Trade test Certificate obtained e.g. electrical works, pipe works (E&M) etc	Qualified Tradesmen of related trades (see note 3,4, 5, 6 & 7)			Verification by VTC or EMSD (for VTC's or EMSD's use only) (see note 8 & 9)			Remarks (see note 10)	
					Trade Test	Apprentice		Registered Electrical Worker	(please tick one column only)			Remarks (see note 10)
						Government	Registered		Intermediate Tradesmen/ Qualified Tradesmen of related trades	not Intermediate Tradesmen/ Qualified Tradesmen of related trades		

Note :

1. The name must be the full name appeared on the Identity Card. No duplication of names on the name lists of other contracts is allowed.
2. Qualified Tradesmen of related trades as set out in the Particular Specification can also be counted as Intermediate Tradesmen.
3. Tick the column "Trade Test" if the Qualified Tradesman has obtained the relevant trade test certificate.
4. Tick the column "Apprentice"(Government) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region.
5. Tick the column "Apprentice"(Registered) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued under the apprenticeship ordinance (Cap.47).
6. Tick the column "Registered Electrical Worker" if the Qualified Tradesman is a registered electrical worker registered under Section 30 of the Electricity Ordinance.
7. Intermediate Tradesmen who has obtained the relevant intermediate trade test certificates shall be verified by the VTC.
8. Qualified Tradesman who has obtained the relevant trade test certificate or the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap.47) shall be verified by the VTC.
9. Qualified Tradesman who is a registered electrical worker registered under Section 30 of the Electricity Ordinance or obtained relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region shall be verified by EMSD.
10. Duplication of the same person on name lists of other contracts (state the contract no.) should be stated in the Remarks column.

Labour Return on the Day of Checking

Date of Checking : _____

Contract No. : _____

Contractor : _____

Specified Trade	Total No. of Workers Engaged on Site (imported labour excluded)	Qualified Tradesmen		Qualified Tradesmen plus Intermediate Tradesmen		Checking of Compliance by the Engineer's/Architect's Representative (for use by Engineer's/Architect's Representative only)		
		Minimum No. Required	Actual No. Employed	Minimum No. Required	Actual No. Employed	No. of Verified Qualified Tradesmen	No. of Verified Qualified Tradesmen plus Verified Intermediate Tradesmen	Contractual Requirements Complied with (yes or no)
Asphalter (Other Construction) (C301)								
Asphalter (Roadworks) (C302)								
Bamboo Scaffolder (C303)								
Bar Bender and Fixer (C304)								
Bricklayer (C305)								
Carpenter (Fender) (C306)								
Carpenter (Formwork) (C307)								
Concretor (C309)								
Construction Plant Mechanic (C310)								
Drainlayer (C314)								
General Welder (C318)								
Ground Investigator/Operator/ Driller/Borer (C320)								
Joiner (C322)								
Leveller (C323)								
Marble Worker (C324)								
Marine Construction Plant Operator (C325)								
Metal Scaffolder (C327)								
Metal Worker (C328)								
Painter and Decorator (C329)								
Piling Operative (C330)								

Appendix C

Specified Trade	Total No. of Workers Engaged on Site (imported labour excluded)	Qualified Tradesmen		Qualified Tradesmen plus Intermediate Tradesmen		Checking of Compliance by the Engineer's/Architect's Representative (for use by Engineer's/Architect's Representative only)		
		Minimum No. Required	Actual No. Employed	Minimum No. Required	Actual No. Employed	No. of Verified Qualified Tradesmen	No. of Verified Qualified Tradesmen plus Verified Intermediate Tradesmen	Contractual Requirements Complied with (yes or no)
Pipelayer (C331)								
Plant and Equipment Operator (Piling) (C335)								
Plasterer (C337)								
Plumber (C338)								
Shotcretor (C342)								
Tiler (C347)								
Window Frame Installer (C350)								
Electrician/Electrical Fitter (E305)								
Building Services Mechanic (E302)								
Fire Services Mechanics (E306)								
Lift Electrician (E308)								
Lift Mechanic (E309)								
Mechanical Fitter (E310)								
Refrigeration/AC/Ventilation Mechanic (E314)								
Sheet Metal Worker (E315)								

Standard Warning Letter to Contractor

Contract No. and Title
Warning Letter with Respect to Employment of
 Qualified Tradesmen and Intermediate Tradesmen

I would like to draw your attention to your non-compliance of the requirements of SCC Clause (*) for employment of Qualified Tradesmen and Intermediate Tradesmen during the month of []. Monthly checking of your employees on [] has shown that you have fallen short of the required number in the following trades :

Specified Trade	Qualified Tradesmen		Qualified Tradesmen plus Intermediate Tradesmen	
	Minimum No. Required	No. Employed	Minimum No. Required	No. Employed

[If other irregularities such as duplication of names appearing on the name lists submitted for other contracts should be mentioned in a separate paragraph]

I must warn you that in accordance with WBTC No. xx/xxxx, if you fail to comply with the requirements for employment of Qualified Tradesmen and Intermediate Tradesmen for four or more monthly checks within a rolling six month period, you will be suspended from tendering for further contracts in the category of [list the appropriate category] for four months. I therefore urge you to take remedial actions immediately and ensure that the required number of Qualified Tradesmen and Intermediate Tradesmen are employed for the captioned contract. Please let me have details of actions taken and any proposed actions by [].

Yours faithfully,

[Name]
 The Engineer/ Architect⁺ for the Contract

b.c.c. CITA
 VTC
 S for W (Attn : SEO(PS))
 DEMS⁺

⁺delete if not appropriate

Flow Chart for Monitoring of Contractor's Compliance

